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Note: The Executive Conference consists of the top-level FBI officials and meets periodically to review and recommend policy.
Due to image quality, only a limited number of pages could be processed with optical character recognition (OCR).
Also see: Marquette University Raynor Memorial Libraries, Special Collections and University Archives, FBI Records:
<http://www.marquette.edu/library/archives/Mss/FBI/FBI-series62.shtml>

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FBI File Number 66-HQ-2554, Section 6

July 12, 1937.

LCS:AMP.

MEMORANDUM FOR THE DIRECTOR.

The Executives' Conference on July 9, 1937, Messrs. Tolson, Nathan, Clegg, Tamm, Quinn and Schilder being present, considered the suggestion submitted by Mr. J. R. Murphy of the Single Fingerprint Section to the effect that whenever a latent fingerprint is a part of a Bureau investigative case and a request is made for comparison of that latent and fingerprints of named suspects, the report of the examination always contain the Identification Division record of the suspect and the statement as to whether the photograph is available.

It was pointed out that the adoption of this suggestion very probably would result in additional work because frequently the field division has the record and in many instances does not need it. It was pointed out that when the field division requires the record it can obtain it through usual channels and form letter provided. The adoption of the suggestion, therefore, would result in unnecessary work in numerous instances as, for example, in the Mattson case where the impressions of literally thousands of suspects were examined. A letter has been prepared over your signature for Mr. Murphy.

Respectfully,
FOR THE CONFERENCE:

RECORDED

CLYDE TOLSON,
Chairman.

T. D. QUINN,
Secretary.

66-2554-826

JUL 13 1937

RECEIVED
JUL 13 1937
PERSONNEL FILE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/2/96 BY SP5C110MS

ORIGINAL FILED IN

LOS:AMP.

July 12, 1937.

MEMORANDUM FOR THE DIRECTOR.

The Executive Conference on July 9, 1937, Messrs. Tolson, Nathan, Clegg, Tamm, Quinn and Schilder being present, considered the suggestion submitted by Mrs. H. E. Belliver, Recording Section Supervisor, Identification Division, for the elimination of the necessity for the maintenance in that section of a name index file of all law enforcement officials.

It was pointed out that this file, including about 50,000 index cards has been maintained for a few years past to permit correspondence prepared in the Identification Division and in the Bureau proper to be addressed by name to the official in charge of the police agency to which the Bureau is writing. The name file is prepared upon the basis of lists forwarded by the individual field divisions annually and is changed from time to time when advice is received from field divisions concerning changes in the identity of Chiefs of Police or other officers.

It was pointed out by Mr. Schilder that the Bureau files, either in the list sent by the field divisions or in the Identification Division letter files, would indicate the name of the Chief of Police wherever desired. It was the view of the Conference that these files should not be continued because of the work entailed in the preparation and maintenance. It was not felt worth while to continue them solely for the purpose of enabling letters prepared in the Identification Division to be addressed by name. It is noted that letters in response to incoming communications would be addressed by name and furthermore letters to the cities of 100,000 population would be addressed by name as is the practice now existing.

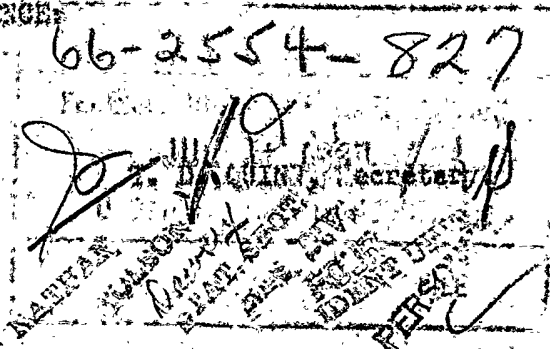
It is noted further that if these files are discontinued, the Research Division will still maintain an up-to-date list of all members of the IACP in accordance with recent suggestions made and adopted.

A letter has been prepared to Mrs. Belliver, thanking her for this suggestion.

Respectfully,
FOR THE CONFERENCE:

CLYDE TOLSON, Chairman.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 233,013
DATE 7/2/90 BY SP5C16ms



HHC:VG

July 9, 1937.

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered the attached program of instruction to be afforded two groups of employees on the subject "Fingerprint Identification" to prepare them for teaching this subject, which will require the total time of 13 days. The idea is to provide training to the Special Agents and Special Agents in Charge, who have previously been designated to take this type of training, and then this group will be joined by the technical employees from the Identification Division, who have likewise been selected, and together they will be given a course in how to teach identification work.

It was recommended by the Executive Conference that this training be provided at some time after the Special Agents in Charge's Conference, in the late fall of 1937.

Those present at the Conference were Messrs. Quinn, Nathan, Tamm, Schilder, and Clegg.

Respectfully,

FOR THE CONFERENCE,

Clyde Tolson,
Chairman.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 3363
DATE 7/3/90 BY SP5C/lloms

T. D. Quinn,
Secretary.

RECORDED

ORIGINAL FILED IN

62-255237

66-2554-828

RECEIVED
JUL 10 1937
FOUR
CLERK

EAT:GDW

July 14, 1937.

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered the suggestion that the present practice of filing a blue card in the National Stolen Property File to record the recovery of property be abandoned, and that hereafter a notation be placed on the white card upon which items are initially listed in the file indicating that the property has been recovered. It was pointed out to the Conference that the making of a new card to record the recovery of property which was already indexed appeared to be a needless duplication of work.

The Conference was unanimously of the opinion that this suggestion should be placed into effect, and there is attached hereto a memorandum addressed to Mr. Tolson instructing that appropriate instructions be issued to the Files Section in this regard, if you approve this recommendation.

Those in attendance were Messrs. Quinn, Nathan, Clegg and Tamm.

Respectfully,
For the Conference,

CLYDE TOLSON,
Chairman.

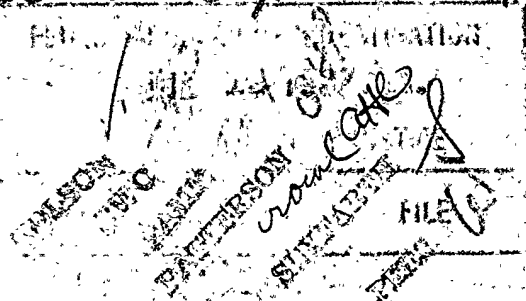
T. D. QUINN,
Secretary.

Enclosure.

RECORDED

66-2554-829

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 393,013
DATE 7/2/90 BY SP5C/10ms



July 9, 1937.

MEMORANDUM FOR THE DIRECTOR

Due to the fact that Mr. Bruce Smith and President Dykstra, of the University of Wisconsin, could not be present to lecture on the subject of "Police Administration and Organization," the Conference recommended for this subject former Police Commissioner Mulrooney, of New York, and, in the event he could not accept, as an alternate, Chief of Police Joseph Kluchesky, of the Milwaukee, Wisconsin, Police Department.

If this is approved, Commissioner Mulrooney will be communicated with by telephone to ascertain if he will be able to accept.

Those present were Messrs. Tolson, Quinn, Nathan, Tamm, Schilder, and Clegg.

Respectfully,

FOR THE CONFERENCE,

Clyde Tolson,
Chairman,

RECORDED

T. D. Quinn,
Secretary.

CC Mr. Quinn

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/2/90 BY SP5C/10MS

CONFIDENTIAL 1-10-936

66-2554-830

TOLSON
QUINN
FOUR
JUL 11 1937

COPY

FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE.

WASHINGTON, D. C.

HHG:JHH

July 9, 1937.

MEMORANDUM FOR THE DIRECTOR

0 N N
The Executive Conference considered the suggestion presented by Mr. Clegg with reference to firearms training. Those present were Messrs. Quinn, Nathan, Tamm, Schilder, and Clegg. The recommendations which were agreed to by the members of the Conference are as follows:

- H 23 7*
1. That firearms training be held at the Seat of Government and in each field division in the months of May, June, July, August and September, and on two occasions during the remaining seven months of the calendar year. This would provide seven training periods per year for the Bureau's personnel. It was believed that during the winter months, there was but a limited value, particularly during cold weather, to the improvement of marksmanship, but due to the fact that Special Agents are required to participate in law enforcement work in the winter, it was thought that two training periods should be provided for during the period included from October to April.
 2. Regardless of the fact that some Special Agents are subpoenaed, on specials, on annual or sick leave, during certain training sessions in the field, and at the Seat of Government, it was believed that all those required to take firearm training should comply with the compulsory provision that at least four firearms training periods be attended by them during each calendar year. This would make mandatory the same amount of firearms training as is being made available at the present time. It was believed that even though some Special Agent had been absent when all the other Agents of an office took firearms training, that inquiries could be made at nearby field offices so that on occasions during the year every Special Agent will have had four practice sessions under supervision.
 3. It is recommended that each Special Agent be required to make a qualifying score with each of the weapons on at least one occasion during each calendar year; that in the event any Special Agent fails to make a qualifying score with any weapon that instructions be issued that such Special Agent not be issued such firearms on any

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ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/2/96 BY SP5C/10ms

66-2554-830X

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OCT 21 1937
U. S. DEPARTMENT OF JUSTICE
CLERK Gurne
FILE

ORIGINAL FILED IN 1-2554-830X

July 9, 1937.

official assignment or raid until the Agent did qualify in the use of such weapon. This, it is believed, will stimulate interest on the part of the Special Agent in Charge in qualifying each of the Agents in the use of each of the types of weapons. It is also pointed out that in the Marine Corps and Army that the personnel are required to qualify but once each year and, therefore, the remaining periods of practice which are provided would be for practice purposes during which those Agents who have shown a suitable proficiency in the use of weapons can engage in more practical firearms training work such as shooting from the hip, and shooting at moving targets and from moving positions, and will, therefore, not be required to concentrate upon a monthly routine firing course at stationary targets.

It was believed that except for the qualifying score no other scores by the individual employees should be shown during the course of the calendar year, but that the regular monthly report card should be checked to show that practice has been provided, under supervision, with each of the weapons. This practice may, therefore, vary from the standard course to include practical types of firearms training such as each individual employee may need. (It might be mentioned here that Mr. Clegg has discussed this matter, subsequently with Mr. Gunnea and Mr. Glavin, who are of the opinion that the recording of the grades will be an incentive to the individual employees making a more sincere effort to improve their marksmanship.) The members of the Executive Conference were of the opinion that recording of grades for one month showing that an employee did not make a qualifying score, although he had qualified previously, would place at least some burden on the Bureau to refuse to issue a gun of the type with which he failed to qualify, although he may have qualified with an excellent score during the previous month, and for this reason it was believed inadvisable that any grades except the one grade each year showing a qualifying score be recorded.

4. It was recommended that the average percentage, based upon the scores made with each of the weapons over all the various courses no longer be recorded, as an average grade of a satisfactory type might be indicated where very high grades were made with two weapons and unsatisfactory scores made with two others. The Agent would not have a satisfactory proficiency in all the weapons and yet the average score might cause him to be content that he was firing satisfactory scores.

JULY 9, 1937.

5. Due to the fact that on some of the field division ranges, perhaps at least half of them, Agents are not able to fire at targets from a 100-yard distance, in order to establish uniformity, all field offices are required to shoot the .351 calibre weapon from a distance of two hundred yards. The weapon is primarily for firing from a distance of one hundred to one hundred twenty-five yards. The Conference believes that it would be preferable, in the future, for those offices that can fire this weapon from a distance of one hundred yards to do so. Where two hundred yards are necessary the qualifying score should be reduced from sixty per cent to fifty per cent.

In the event the above suggestions are approved a letter, in accordance therewith, will be prepared and forwarded to the field, and the score card presently used will be modified accordingly.

Respectfully,
FOR THE CONFERENCE.

Clyde Tolson,
Chairman,

(s) T. D. Quinn,
Secretary.

CC: Mr. Quinn.

EAT:CDW

July 14, 1937.

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered the attached suggestion submitted by Special Agent W. B. Moran of the New York Office through SAC Whitley, that the Bureau's New York Office be listed in Davies Financial Index, which index is a handbook circulated among stock exchange members, security dealers, banking and trust companies, etc. The Conference was advised that the listing could be obtained without charge and it is believed that this will be good advertising for the Bureau and will result in the establishment of further contacts with security dealers, which will result in the obtaining of information concerning stolen securities.

If you approve this recommendation, a letter is attached hereto addressed to the New York Office authorizing the listing suggested.

Respectfully,
For the Conference,

CLYDE TOLSON,
Chairman.

T. D. QUINN,
Secretary.

Enclosure.

RECORDED

66-2554-831

JUL 20 1937

TOLSON

WATSON

FILE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 303,613
DATE 7/2/96 BY SP5C/VOM/S

87-0-385

EAT:GDW

July 2, 1937.

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered the preparation and distribution of the attached bulletin dealing with the desire of the Criminal Division to prepare a test case under the National Banking laws, where the offense consists of misapplication of funds brought about simply by giving unauthorized credit to the account of the offender or some other person, and was unanimously in favor of its submission to the field.

Those in attendance were Messrs. Tolson, Quinn, Nathan, Foxworth and Tamm.

Respectfully,
For the Conference,

CLYDE TOLSON,
Chairman.

T. D. QUINN,
Secretary.

RECORDED

66-2554-832

JUL 21 1937

INDEXED

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ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/2/90 BY SP5C/1amS

ORIGINAL FILED IN

62-26407-206

RFP:DMS

June 22, 1937.

MEMORANDUM FOR MR. NATHAN. *HN*

Reference is made to the conference memorandum to the Director dated June 1, 1937 relative to special training instructions for the telephone squad and selected Special Agents in Charge.

You are advised that the sound recording equipment from the Presto Recording Company was delivered to the Laboratory on this date and that the Laboratory is ready to give the necessary instructions whenever the Bureau can arrange for the presence of the selected personnel.

It is understood that the conference has recommended the following Special Agents in Charge for the sound recording instruction:

E. E. Conroy
D. M. Ladd
J. C. Herman
V. W. Peterson
H. H. Rainsack
J. D. Reynolds
B. D. Sackett
C. C. Spears
R. E. Vetterli
R. Whitley

In addition to these Special Agents in Charge the following Special Agents were also recommended by the conference:

E. R. Davis
H. L. Fagan
J. M. Jones
V. I. Parry
J. W. Benson
W. L. Thompson

RECORDED

Mr. Pfaffen of the Laboratory is arranging for a full week of instruction to each of these groups and I am recommending that Mr.

RJD
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 313,013
DATE 7/2/90 BY SP5CULomS

ORIGINAL FILED IN 66-18371-573

66-2534-833

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JUN 23 1937
FBI - NEW YORK

Page Two
Memorandum for Mr. Nathan
June 22, 1937.

Saliba of the Presto Recording Company be contacted and invited to appear before each class for about a half day during the fourth day of instructions. I believe Mr. Saliba, who is the manufacturer of this equipment, can give much valuable information on the proper handling of it. In this connection I think the Bureau should reimburse Mr. Saliba for travelling expenses on inviting him down here but I do not think any additional honorarium is necessary. He has informally indicated to me a willingness to help at any time in this respect. If the Bureau approves inviting Mr. Saliba for this purpose I will have a letter directed to him as soon as the definite date that this instruction will be given can be determined.

In view of the fact that the laboratory is ready now to give this instruction at any time, it is suggested that the Bureau decide as to the best dates that these men can be brought into Washington and that they be subsequently so ordered in.

Respectfully,

E. P. Coffey.

HHC:VG

July 9, 1957.

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered the program for training in Sound Recording Equipment and sound devices, which it was believed should be afforded to those Special Agents who had completed the telephone tapping course, and to a select group of Special Agents in Charge, which have been previously designated and approved.

Due to the fact that several Special Agents in Charge are included in the list, it was believed by the Executive Conference that this training should be given during the week immediately preceding the Agents in Charge's Conference, to be held in September.

Those present at the Conference were Messrs: Quinn, Nathan, Tamm, Schilder, and Clegg.

Respectfully,

FOR THE CONFERENCE,

Glyde Tolson,
Chairman.

T. D. Quinn,
Secretary.

cc: Mr. Quinn.

RECORDED
&
INDEXED

66-2554-833

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/2/90 BY SP5C110ms

ORIGINAL FILED IN 66-1829-523

RFP:ON

June 29, 1937.

MEMORANDUM FOR MR. NATHAN.

Re: Sound Recording Instruction.

Reference is made to my memorandum for you dated June 22, 1937, relative to the full week of instruction proposed for a Special Agents in Charge Class.

There is submitted herewith a copy of the schedule which has been prepared by Mr. Pfafman for this special instruction. This schedule will include all points pertaining to the care, operation, uses, and applications of the equipment.

You will note that a half-day has been allotted to Mr. George J. Saliba of the Presto Recording Corporation of New York City in the event that the Bureau may be able to arrange his presence here at that time.

It is suggested that the latter half of the sixth day of instruction be devoted to special instruction and demonstration of the 16 mm. and 35 mm. sound motion picture projection equipment of this Bureau inasmuch as this also pertains to sound recording equipment of the Bureau.

Respectfully,

E. P. Coffey.

RECORDED
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INDEXED

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 333613
DATE 7/2/90 BY SP5C/LOMS

ORIGINAL FILED IN

66-1827-523

66-2554-833

MAINTAINED
CLERK
JUL 1 1937

SCHEDULE FOR SPECIAL CLASSES IN
SOUND RECORDING EQUIPMENT

First Day:

Demonstration of Present Sound Recorder
Explanation of Various Applications
General Assembly and Operation
Description of Components and Terminology

Unpacking New Recorders from Shipping Cases
Special Attention Given to Arrangement and Manner of Packing
Demonstration of Care Necessary in Handling

Second Day:

Cleaning Equipment and Preparing for Operation
Discussion and Demonstration of Overhauling and Maintenance
Method of Keeping Amplifier Cool for Continuous Recording
Tube Replacements

Assembly for Operation
Demonstration of Various Controls
Discussion of Automatic Starting
Discussion of Remote Control Station
Methods of Obtaining Different Speeds

Third Day:

Operation of Equipment
Use as a Public Address System
Proper Setting of Cutting Heads and Cutting Needles
Use of Various Types of Microphones, including Carbon,
Crystal, Sound Power, and Moving Coil.

Operation of Equipment (Continued)
Use of Disguised and Concealed Microphones
Determining Time of Recording for Various Sizes of Records
at Different Speeds

Fourth Day:

Operation of Equipment (Continued)
Use of Induction Coil and Condenser
Complete Assembly and Arrangement for Telephone Tap
Use of Loud Speaker for Monitoring.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/2/96 BY SP5C110ms

66-2554-833

Discussion of Presto Recording Equipment by Mr. George
J. Saliba of the Presto Recording Corporation of New York
City.

Fifth Day:

Operation of Equipment (Continued)
Comparison of "Fast" and "Slow" Records
Recording from a Radio
Use as Loud Speaker for Radio Tuner

Operation of Equipment (Continued)
Dubbing or Duplicating Records
Miscellaneous Questions and Discussion

Sixth Day:

Packing Equipment for Shipping.

Instruction and Demonstration of 16 mm. and 35 mm. Sound
Motion Picture Projection Equipment.

HHC:YG

July 9, 1937.

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered the information submitted in the two memoranda by Mr. Coffey, containing suggestions as to moving pictures for use in training by the Bureau.

Due to the fact that the Bureau is preparing to have made preliminary films of this type, it was decided this information, as reported by Mr. Coffey, should be placed in the files for future reference purposes, and that the plan of having one picture by Mr. Ford be followed through before further action is taken.

Those present at the Conference were Messrs. Quinn, Nathan, Tamm, Schilder, and Glavin.

Respectfully,

FOR THE CONFERENCE,

Glyde Tolson,
Chairman.

T. D. Quinn,
Secretary.

cc: Mr. Quinn.

RECORDED

66-2554-834

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/2/90 BY SP5C/10MS

105-1-81-1

RECORDED

66-2554-833

July 16, 1937.

Mr. H. H. Reinecke,
Federal Bureau of Investigation,
U. S. Department of Justice,
506 Fletcher Trust Building,
Indianapolis, Indiana.

Dear Mr. Reinecke:

You were recently advised that the next training school for Special Agents in Charge would begin on Monday, September 13, 1937.

Please be advised that your instructions are amended to the extent that you are to report to Washington on Monday, September 6, 1937. You will, therefore, be in Washington for a period of three weeks beginning September 6, 1937, instead of two weeks as previously scheduled.

Kindly acknowledge receipt of these instructions immediately.

Very truly yours,

John Edgar Hoover,
Director.

ORIGINAL FILED IN 66-18277-573

WIC:EGS

July 17, 1937.

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, having previously submitted and had approved the designation of Special Agent J. F. Sears as a monitor in the New Agents' Training School to begin on August 2, 1937, the Conference now recommends that Special Agent W. R. Lorry be designated as the additional monitor in this class.

If this is approved, there is attached a memorandum for Mr. Glavin for this purpose.

Those present at this conference were Messrs. Tolson, Nathan, Quinn, Tamm, and Clegg.

Respectfully,

FOR THE CONFERENCE,

Clyde Tolson,
Chairman,

T. D. Quinn,
Secretary.

CC Mr. Quinn

RECORDED

66-2554-835

ORIGINAL FILED IN 7-1-1489

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 393,013
DATE 7/2/98 BY SP5/110MS

HHC:EP

July 11, 1937.

MEMORANDUM FOR THE DIRECTOR

The Executives' Conference considered the selection of Monitors for the new Agents' training school beginning August 2, 1937.

Unanimous approval was given to the designation of Special Agents J. F. Sears and G. R. McSwain as Monitors, and as an alternate, in the event either of the above is unable to come - Z. J. Van Landingham.

Those present at the Conference were Messrs. Quinn, Nathan, Tamm, Schilder, and Clegg.

Respectfully,
For the Conference,

Clyde Tolson,
Chairman.

T. D. Quinn,
Secretary.


cc: Mr. Quinn.

RECORDED

66-2554-835

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 393,613
DATE 7/2/96 BY SP5C/L/OMS

ORIGINAL FILED IN 66-2554-1-1429

HUC:VQ

July 14, 1937.

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered the suggestions contained in the letter reporting the quarterly conference of Special Agents of the El Paso office, held at El Paso on June 14, 1937.

The first suggestion was that definite regulations be placed in the manual concerning the proper precautions to be taken by Bureau agents when making arrests.

This suggestion was approved unanimously by the Conference and it was felt that the fugitive supervisor and Mr. Gurnea of the Training School Division should collaborate in preparing a revision of the section of the manual relating to this subject. If this is approved, a memorandum to Mr. Clegg and Mr. Tamm will be prepared accordingly.

A second suggestion was that when Special Agents are making inquiries of close relatives and associates of fugitives they should inform such individuals of the fugitive status of the wanted person so that they could be prosecuted for harboring if they do not meet the requirements of the law.

The Conference unanimously disapproved this suggestion, feeling that such action should be taken when the facts justified and there might be times when a requirement for such action to be taken would jeopardize the best interests of the Bureau in its undertaking to locate a fugitive.

Those present were Messrs. Nathan, Quinn, Tamm, Schilder, and Clegg.

Respectfully,

FOR THE CONFERENCE,

RECORDED

66-2554-835X

Clyde Tolson,
Chairman.

T. D. Quinn,
Secretary.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 7/21/90 BY SP5C/H Oms

cc: Mr. Quinn.

HHC:VG

July 17, 1937.

1-16-200-1

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered the inquiry of Special Agent in Charge R. H. Colvin, of the El Paso Office, with reference to the request of Colonel H. C. Horsley, Chief Patrol Inspector, for Mr. Colvin to give a series of lectures before the class of recruits of the United States Immigration Border Patrol at El Paso on August 1, 1937. It appears that no subject matter was assigned for Mr. Colvin to discuss.

It was the opinion of the Conference that it would be satisfactory for Mr. Colvin to make a talk before this group on the general subject of "The Jurisdiction and the Functions of the Federal Bureau of Investigation". It was thought that Mr. Colvin should limit himself to this subject in the absence of specific requests for specific subjects.

If this is approved, a letter is being addressed to Mr. Colvin accordingly.

Those present at the Conference were: Messrs. Quinn, Nathan, Schilder, Tamm and Clegg.

Respectfully,

FOR THE CONFERENCE,

Glyde Tolson,
Chairman.

T. D. Quinn,
Secretary.

RECORDED

cc: Mr. Quinn

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 333,013
DATE 7/2/90 BY SP5C10ms

1-16-200-2
ORIGINAL FILED IN

66-2554-836

EAT:GDW

July 15, 1937.

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered the question of whether individuals prosecuted upon charges of harboring in connection with kidnaping cases should be included in the kidnaping statistics which are maintained. The Conference was of the unanimous opinion that such statistics should be included in the kidnaping statistics.

If you approve this recommendation, these figures will be included.

Those in attendance were Messrs. Nathan, Tolson, Clegg, Quinn and Tamm.

Respectfully,
For the Conference,

CLYDE TOLSON,
Chairman.

T. D. QUINN,
Secretary.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 7/12/90 BY SP5CJL/DMS

RECORDED
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INDEXED.

66-2554-837

FEDERAL BUREAU OF INVESTIGATION

JUL 23 1937 A. M.

U. S. DEPARTMENT OF JUSTICE

TOLSON Tamm Clegg Quinn Tamm

ONE FILED

PERSONNEL

ORIGINAL FILED IN

7-2-1488

July 6, 1937

LMC:RD

MEMORANDUM FOR MR. TAMM

Re: BREKID -
Entering of Statistics in
Kidnaping Book

The question has arisen as to whether the directed verdicts of acquittal, recently granted Joe Adams and Duke Randall with reference to the harboring charges at Miami, Florida should be entered as statistics in the kidnaping book.

It is the writer's opinion that these acquittals should not be shown as kidnaping statistics in so far as this book is concerned for the reason that the harboring statute is in no way related to the Federal kidnaping statute. It is the writer's understanding that the purpose of this book is to give the Bureau a clear picture of our kidnaping prosecutions, and that being the case it would appear that to enter acquittals on harboring charges in this book would not fulfill its purpose. To include harboring statistics in this book would bring up the question as to whether statistics pertaining to any other collateral issues during the trial of a kidnaping case should be entered such as statistics on prosecution for obstruction of justice, the intimidation of witnesses, perjury or any other collateral issue which might arise during the course of a trial of a kidnaping case.

I believe that the statistics referred to herein should apply strictly to kidnaping indictments or indictments based upon the kidnaping statute such as indictments charging accessory after the fact of kidnaping, examples of which were recently returned at Toledo, Ohio in the Brekid case. The Toledo cases can be distinguished from the Joe Adams case in that the indictment actually charged the subjects with being accessories after the fact of kidnaping, and the statistics relating thereto should be included in this book.

I do believe, however, that the results of the harboring cases in kidnaping investigations and also in any other collateral investigation and prosecution with reference to kidnaping cases should be included

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 7/2/80 BY SP5CJL/MS

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FEDERAL BUREAU OF INVESTIGATION	
JUL 23 1937 A. M.	
U. S. DEPARTMENT OF JUSTICE	
TAMM	FILE

ORIGINAL FILED IN 7-2-1488

in the narrative. The subjects of these cases can also be shown on the statistical page preceding the narrative with a proper notation at the bottom of the page, indicating through an asterisk, that that particular individual was prosecuted for harboring, perjury or whatever the prosecution might have been and that the statistics therefor are not being recorded in the fore part of the book.

I am withholding entering the directed verdicts in the Adams case as kidnaping statistics in this book pending your advice in this matter. Of course, this only applies to the kidnaping book and does not affect the situation so far as the reporting of the statistics to the Chief Clerk is concerned.

Respectfully,

L. M. Chipman

HN:CSH

July 14, 1937

Suggestion #30,
Heber M. Clegg, Clerk,
Technical Laboratory.

MEMORANDUM FOR THE DIRECTOR

The Executives Conference considered the suggestion of Mr. Heber M. Clegg of the Laboratory to the effect that all packages containing blood specimens for examination in the Technical Laboratory be sent in the most expeditious manner and marked "Rush to Technical Laboratory".

The Conference felt that this suggestion possesses merit. Mr. Coffey recommended that a sentence be inserted in Section 23 of the Manual of Instructions, page 8, paragraph 3, as follows: "After a fluid sample of blood is obtained it should be immediately forwarded to the Bureau at Washington, marked for the attention of the Technical Laboratory, and transmitted by the fastest available means of transportation. Such fluid blood specimens are affected by climatic conditions of heat and cold, and if the sample is likely to be subjected to such extremes in transit, arrangements should be made, where possible, to pack the glass container in a shipping box or package in such a manner that it is surrounded with an insulating material, such as rock wool, broken cork, et cetera." The Conference approved the addition of the above to the Manual of Instructions.

RECORDED

Respectfully,
For the Conference,

66-2554-837X
JUL 19 1937

U. S. DEPARTMENT OF JUSTICE

Clyde Tolson, Chairman.

FILE
TOLSON CLEGG

T. D. Quinn, Secretary.

TDG:RCL

July 16, 1937.

MEMORANDUM FOR THE DIRECTOR.

The Executive Conference, consisting of Messrs. Tolson, Clegg, Tamm, Nathan and Quinn, considered the suggestion submitted by Mr. Glavin recommending that consideration be given to the opening of an additional agents fund at this time. Mr. Glavin stated that he had talked with several agents assigned to the Seat of Government concerning this and in view of the fact that it takes from two to three months to secure a complete subscription to the fund, he believed it would be advisable to open an additional fund, pointing out that it would not complicate the bookkeeping or administration of the present fund.

The Conference was unanimous in its opinion that such a plan would not be advisable for the reason that it would not definitely take care of the needs of the Bureau in the event more than two agents were killed at one time and for the further reason that a number of agents have not contributed to the present fund now being made up. The Conference felt that in the event of an emergency where more than one fund was required, arrangements could be made to make up another fund without a great deal of delay and recommends that only one fund be carried on hand at any given time.

Respectfully,
For the Conference,

Clyde Tolson,
Chairman.

RECORDED

T. D. Quinn,
Secretary.

JUL 24 1937

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 353,013
DATE 7/21/90 BY SP5CJL/DM/S

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66-2554-838	
INVESTIGATION	
JUL 24 1937	
L. Tamm	
TOLSON	CLERK
CHIEF OF BUREAU	FOUR

EAT:RP

66-1934-5524

Suggestion Letter 102

July 16, 1937

MEMORANDUM FOR THE DIRECTOR

RE: Suggestion submitted by Special Agent
James C. White, San Antonio, Texas.

Agent White suggests that in making arrests, conducting raids or blocking roads, Agents should be sure that the subject or subjects who are to be arrested or raided know the Agents' identity or official position.

At the present time the Manual of Instructions pertaining to the making of arrests and the conducting of raids is being completely rewritten and consideration will be given to the views expressed by Agent White.

This comment also refers to Agent White's second suggestion concerning the allowing of arrested subjects to enter a house or room for the purpose of securing personal belongings.

Mr. White is being advised of the Bureau's reaction to his suggestions in the attached letter. Those in attendance at the Executive Conference when these suggestions were considered were Messrs. Nathan, Clegg, Quinn, Schilder and Tamm.

Respectfully,
For the Conference,

Clyde Tolson,
Chairman.

RECORDED

T. D. Quinn,
Secretary.

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ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 333,613
DATE 7/2/96 BY SP5C10ms

July 17, 1937.

MEMORANDUM FOR THE DIRECTOR

The Bureau is again in receipt of a communication from the Director of Naval Intelligence, requesting that the Bureau train four more officers.

You will recall that the Bureau has trained six representatives of the Naval Intelligence following an agreement to train five men, each of whom would be in charge of the investigative work in the five Naval Intelligence zones.

The Conference, with the exception of Mr. Tamm, was of the opinion that the Bureau had fulfilled its responsibility to this organization and, therefore, it was recommended unfavorably as to taking additional representatives from this organization at present. Mr. Tamm was of the opinion that the Bureau might well continue the training of these men for the Naval Intelligence Division.

The Conference then considered the advisability of calling to the attention of the Military Intelligence Division, in some informal manner, the fact that the Naval Intelligence Division had designated certain officers to take this course of training. It was thought that the Military Intelligence probably did not know of the possibility of getting this training. It was thought that either the Director or some official of the Bureau might orally and informally, in discussion with representatives of the Military Intelligence, acquaint them with the fact that this type of training was taken by the Naval Intelligence officers. It was not felt that there should be any solicitation on the part of the Bureau for trainees from the Military Intelligence, but, in fairness, it was believed that they should be informed that the Navy Officers took the training. Mr. Nathan opposed this suggestion, feeling that the initiative should be taken by the Military Intelligence officers and that the Bureau should not, even in this informal and indirect way, make this solicitation or approach.

In the event the above is approved, a letter is being addressed to Rear Admiral Holmes, advising of the impossibility of accepting additional

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Executive Conference

1-1-1490

Memorandum for the Director.

- 2 -

July 17, 1937.

men for training at this time. It is noted that he had requested they be trained prior to June 30, 1938.

Those present at this conference were Messrs. Tolson, Nathan, Quinn, Tamm, and Clegg.

Respectfully,

FOR THE CONFERENCE,

Glyde Tolson,
Chairman,

T. D. Quinn,
Secretary.

CC Mr. Quinn

EAT:CDW

July 20, 1937.

MEMORANDUM FOR THE DIRECTOR

B
The Executive Conference considered an inquiry tendered by Mr. Tamm as to whether the Bureau should record statistical data in the nature of fugitives apprehended in those instances where a material witness warrant is issued and a non est return made thereupon, subsequent to which time the apprehension of the material witness is effected and the witness removed or placed under bond to appear in the trial of a specific case.

The Conference was of the unanimous opinion that such persons should not be considered as fugitives for statistical purposes and is not in favor of so recording such cases. It is to be noted in this regard that data of this kind has not heretofore been recorded.

Those in attendance at this session of the Conference were Messrs. Nathan, Tolson, Clegg, Quinn and Tamm.

Respectfully,
For the Conference,

CLYDE TOLSON,
Chairman.

RECORDED

T. D. QUINN,
Secretary.

66-2554-840

V. A. E. A.

*ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/3/96 BY SP5/clm/s*

ORIGINAL FILED IN 66-2554-475

COPY

JOHN EDGAR HOOVER
DIRECTOR

FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE
WASHINGTON, D.C.

Date July 6, 1937

MEMORANDUM FOR MR. TAMM

I have noted in several cases that warrants have been issued for material witnesses, non est returns made on these warrants and the material witnesses apprehended in a district other than that in which the process was originally issued. No credit is taken in these instances for the apprehension of the material witness.

I am of the opinion that when a non est return is made on a warrant for a material witness, he or she should be carried in the title of the case as a material witness and that the word fugitive should appear after the name, and further that credit should be taken for the apprehension of a fugitive in a case of this type.

In White Slave Traffic Act cases victims are carried in the title and when a non est return has been made and a warrant issued for a victim, the word fugitive is placed after the name and credit is taken when the victim is apprehended. The victim in this instance is actually a material witness and I believe the same rule should apply to a material witness who is not a victim as to one who is a victim in a White Slave Traffic Act case.

Respectfully,

A. Cornelius, Jr.
Signature

A. Cornelius, Jr.

RECORDED

66-2554-840

JUL 23 1937

DEPT. OF JUSTICE

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ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 393,013
DATE 7/2/90 BY SP5C110MS

ORIGINAL FILED IN 66-2554-475

July 15, 1937

MEMORANDUM FOR THE DIRECTOR

The Executive Conference has considered and approved the attached revised form letter to be addressed to the Identification Division in Bureau cases in which a suspended or probationary sentence is imposed. This form letter is very similar to the letter which has been used for some time and the only change in the letter is the adding of additional space for the recording of actual sentences imposed.

Those in attendance at this session of the Conference were Messrs. Tolson, Nathan, Quinn, Tamm and Clegg.

Respectfully,
For the Conference,

CLYDE TOLSON,
Chairman.

T. D. QUINN,
Secretary.

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66-2554-84

NOT FOR
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HHG:EOS

July 17, 1937.

MEMORANDUM FOR THE DIRECTOR

Inquiry was made by the Cleveland Office as to whether an additional firearms training period might be held on August 4 and 5, 1937, in view of the low scores which were made at a previous firearms training period.

The Executive Conference suggested that a policy be established to the effect that in the event any one office showed very poor scores, an additional firearms training be permitted and, when available, a representative from the Bureau who is qualified in handling firearms training, be present to assist. It was suggested that, in view of the fact that Mr. Gurnea is required to visit the Cleveland Office on occasions, such firearms training be held at a time when he would be there in connection with his other work. In view of the fact that he is departing for Puerto Rico shortly after these dates, it was felt that it might not be a convenient time for Mr. Gurnea but that he should communicate with the Cleveland Office for the purpose of establishing a mutually convenient date for this purpose, if this is agreeable.

Those present at this conference were Messrs. Tolson, Nathan, Quinn, Tamm, and Clegg.

Respectfully,

FOR THE CONFERENCE,

Clyde Tolson,
Chairman,
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T. D. Quinn,
Secretary.

CC Mr. Quinn

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/2/96 BY SP5/oms

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ORIGINAL FILED IN 1-29-8-10-24

HHC:ECB

July 17, 1937.

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered the request for advice on the part of the Pittsburgh Office as to whether there was any objection to Bureau employees arresting fugitives in the lobby of a post office building.

The Conference felt that there should be no objection to such arrests where circumstances make it advisable. The Pittsburgh Office is being advised accordingly, if this is approved.

Those present at this conference were Messrs. Tolson, Nathan, Quinn, Tamm, and Glegg.

Respectfully,

FOR THE CONFERENCE,

Clyde Tolson,
Chairman,

T. D. Quinn,
Secretary.

CC Mr. Quinn

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ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 393,613
DATE 7/2/90 BY SP5C110ms

ORIGINAL FILED IN 66-2554-843

HHC:VW

July 16, 1937.

MEMORANDUM FOR THE DIRECTOR

The Buffalo office, in its letter covering the conference of Special Agents, submitted the suggestion that some Bureau official be sent to each field office for the purpose of making a survey to see what means could be adopted in each office for the protection of such office against raids by gangsters or criminals. It was pointed out that the prestige of the Bureau would suffer a great deal if it were to become known that the Bureau has no real protective devices for its field offices.

The Executive Conference pointed out that the firearms equipment was maintained in a vault or presumably adequate safe cabinet and that this was the best that could be done under the circumstances for the purpose of providing protection for this equipment. It was not believed necessary or advisable for a representative of the Bureau to go to each field office for the purpose of making a survey, due to the fact that during the course of inspections, the inspectors' manuals require that observation and study be made with reference to the safety and security of the office. If this is approved, a letter is being addressed to the Buffalo office accordingly.

Those present at this conference were Messrs. Nathan, Quinn, Tamm, Schilder, and Clegg.

Respectfully,

FOR THE CONFERENCE.

Clyde Tolson,
Chairman.

RECORDED

T. D. Quinn,
Secretary.

cc: Mr. Quinn.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
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FEDERAL BUREAU OF INVESTIGATION
United States Department of Justice
Washington, D. C.

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HN:CSH

July 14, 1937

Suggestion #111,
Special Agent in
Charge O. C. Dewey,
Louisville Field Division,

MEMORANDUM FOR THE DIRECTOR

The Executives Conference considered the suggestion of Special Agent in Charge O. C. Dewey to the effect that efforts be made to secure the fingerprints of the Dionne quintuplets.

Mr. Schilder advised that this request has already been made of the Canadian Government and said Government has declined to permit the taking of these prints.

Respectfully,
For the Conference,

Clyde Tolson, Chairman.

T. D. Quinn, Secretary.

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66-2554-845

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JUL 16 1937

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 303,013
DATE 7/2/90 BY SP5C11DMS

ORIGINAL FILED IN 66-1934-5479

JOHN EDGAR HOOVER
DIRECTOR

Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.

HHC:WHH

July 9, 1937.

MEMORANDUM FOR THE DIRECTOR

K
The Executive Conference approved the suggestion that photographs be made of each of the members of the FBI National Police Academy and that a copy of this photograph be placed in the personnel file of such official.

B
a
The importance of having this data is apparent when officials of the Bureau go to some city and prior to leaving for the city in which a police graduate lives it will be possible to refer to the personnel file and recall the physical appearance of this graduate so that he can be immediately recognized upon arrival there. Likewise it will serve the further purpose of recalling more vividly the personal qualifications of the police school graduate when inquiries are made concerning their availability to accept positions in various law enforcement organizations.

Those present at the Conference were Messrs. Nathan, Quinn, Tamm, Schilder, and Clegg. Mr. Tolson had indicated on a memorandum his agreement with this recommendation.

Respectfully,
FOR THE CONFERENCE,

V.
Clyde Tolson,
Chairman,

T. D. Quinn,
Secretary.

CC: Mr. Quinn.

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7
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/2/96 BY SP5C10MJS

66-2554-846	
FEDERAL BUREAU OF INVESTIGATION	
JUL 23 1937 P.M.	
U. S. DEPARTMENT OF JUSTICE	
CLERK	FILE

Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.

HEC:VG

July 14, 1937.

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered the problem that presented itself as the result of a letter addressed to Special Agents in Charge on July 1, 1937, to the effect that in searching female prisoners, the matrons should provide them with inexpensive, washable dresses and paper slippers to be worn while the regular clothing of the prisoner is being searched.

It was felt that it would be desirable to instruct the field offices to purchase, in advance, equipment of this type so that it would be available when the necessity arose. It was thought that a large, medium, and small inexpensive washable dress should be provided in each field office as well as paper slippers, which, according to instructions, should be available.

If this is approved, the above information and instructions will be included in the next bulletin.

Those present at the Conference were Messrs. Nathan, Quim, Tamm, Schilder, and Clegg.

Respectfully,

FOR THE CONFERENCE,

Clyde Tolson,
Chairman.

T. D. Quim,
Secretary.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/2/90 BY SP5C110MS

cc: Mr. Quinn.

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66-2554-847

FEDERAL BUREAU OF INVESTIGATION
JUL 21 1937 P.M.
U. S. DEPARTMENT OF JUSTICE

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FILE

Mr. Nathan	✓
Mr. Tolson	✓
Mr. Clegg	✓
Mr. Glavin	✓
Mr. Ladd	✓
Mr. Nichols	✓
Mr. Rosen	✓
Mr. Tracy	✓
Miss Gandy	✓

RECORDED COPY FILED IN 66-4682-13

JOHN EDGAR HOOVER
DIRECTOR

Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.

July 1, 1937.

MEMORANDUM FOR:

MR. HOOVER	BLACKBURN	DRAYTON	LECKIE	RANSTAD
TOLSON	BRANDT	FOXWORTH	LESTER	RENNEBERGER
NATHAN	BUNDY	GLAVIN	McDADE	ROSEN
CLEGG	CHAMBERS	GURNEA	McINTIRE	SCHILDER
EGAN	CHIPMAN	HARBO	McNULTY	SEYFARTH
QUINN	COFFEY	HEAVRIN	MATHIS	SHILEY
TAMM	COLLIER	HINCE	MERTZ	SINGMAN
APPEL	CORNELIUS	JOSEPH	NICHOLS	SPEAR
BAIN	CROWL	KOHN	PATTERSON	TRACY
BAUGHMAN	DAWSEY	LAWLER	PENNINGTON	VOGEL
				WYLY

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/2/90 BY SP5C110MS

Dear Sir:

There are inclosed copies of a memorandum setting forth specific instructions and suggestions for the use and guidance of matrons whose services are used by the Bureau in searching and aiding in the detention of women prisoners. A copy of this memorandum should be furnished to each matron whose services are used. It is also desired that you afford personal instruction to the matrons in order that they may thoroughly understand the procedure to be followed in these matters.

In order to facilitate the immediate search of female prisoners, it is requested that you call to the attention of the Agents of your office the desirability of notifying you in advance by telephone of the apprehension of women prisoners so that the matron may be contacted and may arrive at the office as soon as possible.

Although the instructions inclosed require that the matron check the detention rooms to guard against the possibility of loose articles being contained therein, prior to the arrival of the prisoner, you should consider the condition of the rooms a matter to be handled also by the Special Agents assigned to the duty of guarding the prisoner. It is desired that you note particularly the suggested procedure of using two detention rooms, one for the search of the prisoner and the second for detention.

Special Agents in Charge should instruct matrons fully in the proper maintenance of a log, chronologically setting out the course of events during the time they guard a female prisoner.

Special care should be taken to instruct Special Agents that a female prisoner's shoes should be removed and turned over to the Special Agents before the prisoner is left in a room alone with a matron. Shoes are an extremely

66-2554-847

INSTRUCTIONS FOR MATRONS

When a female prisoner is brought to a field office for temporary detention, the matron should accompany the prisoner and the Special Agents to a detention room for the purpose of making a preliminary search of the prisoner in the presence of the Agents. Prior to the arrival of the prisoner, this detention room should be thoroughly searched by the matron so that no loose articles, which might be used by the prisoner to injure either herself or others, are left in the room. In the detention room the matron should make a careful search of the prisoner, the prisoner's shoes being removed at once and turned over to the Agents. Be especially cautious to make certain that no weapons are on the prisoner's person, particular care being taken to make sure that small knives or pointed instruments are not present in prisoner's hair, shoes or other places. This search should be completed in the presence of the Agents and is to be followed by a more complete search by the matron alone. Likewise, eye-glasses, handbags and other articles brought by the prisoner should be turned over to the Agents immediately. These articles should be listed and the handbag thoroughly searched in the presence of the prisoner before being turned over to the Agents.

Following this preliminary search, the Agents will withdraw and the matron should have the prisoner remove all clothing. The matron should then make a careful search of the person of the prisoner, paying particular attention to the possibility that weapons or small articles of evidence, such as vials of drugs, papers, etc., might be concealed under the arms, in the hair, taped with adhesive tape on any portion of the body, particularly on the soles of the feet and in the crotch. Following the removal of the prisoner's clothing, which should be done by the prisoner, the prisoner should be furnished with the clothing which is available for this purpose in the field office. After the prisoner has dressed in the clothing provided, the matron should notify the Special Agents that the search has been completed. Under no circumstances should a woman prisoner be permitted to go to the lavatory prior to the time she has dressed in the special clothing provided. The Agents will then take charge of all the clothing of the prisoner and will remove it to another room for a thorough search of the clothing. During the entire period of the search by the matron alone, the Special Agents will be within calling distance of the detention room. During the entire period the matron should watch the prisoner closely to make certain that no articles are removed by the prisoner from her person and concealed in the room.

In the presence of the Special Agents the matron will then escort the prisoner to a second detention room where she is to be detained. This will guard against the possibility that some article might be concealed in the first room by the prisoner for recovery later. This second detention room should also have been thoroughly searched by the matron prior to the arrival of the prisoner.

If two detention rooms are not available, special care should be exercised in order that all property of the prisoner is removed from the detention room in which the search was made.

MM:VG

July 14, 1937.

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered the suggestion of Special Agent A. E. Rubenstein that the article "Personal Descriptions (Portrait Photo or Speaking Likeness)" by Major A. W. H. Conyers-Tucker, which appeared in Volume VI, No. 6, of the FBI Law Enforcement Bulletin dated June 1, 1937, as a reprint, be made the basis of a course of training to all retrainees and newly-appointed Special Agents in the Bureau's training schools.

This information is presently being considered in connection with the training school for newly-appointed Special Agents, but it is not believed that this should be a requirement in the course of study for retrainees at the present time in view of the fact that the printing of this information in the law enforcement bulletin makes it available to all experienced Agents in the Bureau.

A letter is being addressed to Mr. Rubenstein accordingly, if approved.

Those present at this Conference were Messrs. Nathan, Quinn, Tamm, Schilder and Clegg.

Respectfully,

FOR THE CONFERENCE,

Clyde Tolson,
Chairman.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 333,013
DATE 7/2/90 BY SP5C/LW/MS

cc: Mr. Quinn

T. H. Quinn,
Secretary.

66-2554-

July 17, 1937.

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered the inquiry from the Huntington Office as to whether a sub-division may be made in the tickler box for each term of court. This, it was felt, would aid the Agent in Charge in preparing cases for trial at stated terms of court.

The Conference was in agreement that this would be a permissible use of the tickler box and the Agent in Charge is being advised accordingly.

Those present at this conference were Messrs. Tolson, Nathan, Quinn, Tamm, and Glegg.

Respectfully,

FOR THE CONFERENCE,

Clyde Tolson,
Chairman,

C. D. Quinn,
Secretary.

CC MR. QUINN

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July 25, 1937.

MEMORANDUM FOR THE DIRECTOR

The Executive Conference expressed the opinion that the time is now ripe to request authority of the Attorney General for holding future graduating exercises in the Great Hall in the Department of Justice Building; that the growing interest in the Academy, the fact that some of the Bureau's supervisors could not be provided with seating space in the training school number one on the occasion of the last graduation; the inability of the cooling system to provide a comfortable temperature in the training school room when it is crowded to capacity for an extended length of time; the fact that the Great Hall will permit a larger number of friends of the graduating class and of the Bureau, including invited guests in the official life of Washington and from Congress, and an increased number of representatives of the press might likewise be invited; these were the factors considered in making this suggestion.

It is felt that the Great Hall is needed to take care of those who would be willing and interested in attending the graduating exercises. Special Agents and supervisors could be utilized during the proceedings in the Great Hall to block traffic in the halls which would create any disturbances during the program, and it was felt a larger number of the Bureau's friends in Washington who are prominently connected in official and congressional life might be invited to be present on the platform and thus their interest in the Bureau's work and its training schools would be made even more intense.

If this is approved, there is attached hereto, for your signature, a memorandum addressed to the Attorney General for this purpose. Those present were Messrs. Tolson, Nathan, Quinn, Tamm, Schilder, and Clegg.

Respectfully,

FOR THE CONFERENCE,

RECORDED

Clyde Tolson,
Chairman.

T. D. Quinn,
Secretary.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323613
DATE 7/21/90 BY SP5C/llms

cc: Mr. Quinn

ORIGINAL FILED IN 100-1-1402

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TOLSON
Clegg
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Glavin
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Rosen
Tracy
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Mohr
Tele. Rm.
Holloman
Nease
Gandy

HHC:YVG

July 25, 1937.

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered the letter received in the Bureau from Maxwell Halsey, Assistant Director of the Bureau for Street Traffic Research at Harvard University, requesting that the Bureau notify the graduates of the Police Academy of the Second Annual New England Traffic Officers' Training School and the Traffic Engineering Training School which are to be held at Harvard University from August 16 to 28, 1937. Mr. Halsey suggested that each of the departments represented might be urged to designate a representative to take this course and that an engineer from the community be urged to take the engineering course. He also suggested that attention be called to the nine-months' program for which there are fellowships or which are available without fellowships for \$400.00 tuition.

The Conference agreed that since Mr. Halsey is a member of the Bureau's Training Staff, perhaps some cooperative gesture might be made in this direction and it was recommended that the announcement of these courses be posted for a time in the training school rooms utilized by sessions of the FBI National Police Academy, and that Mr. Halsey be advised that this program of training is being called to the attention of the members of the Police Academy. If this is approved, a letter addressed to Mr. Halsey along this line is being prepared.

Those present at the Conference were Messrs. Tolson, Nathan, Quinn, Tamm, Schilder, and Clegg.

Respectfully,

FOR THE CONFERENCE,

Clyde Tolson,
Chairman.

RECORDED

T. D. Quinn,
Secretary.

cc: Mr. Quinn.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/2/90 BY SP5CJL/mjs

ORIGINAL FILED IN 100-2554-850

HN:CSH

July 27, 1937

Eny
Suggestion #106,
Ruth M. Weeks, Stenographer,
Omaha Field Division.

MEMORANDUM FOR THE DIRECTOR

8
The Executives Conference, at a meeting held June 24, 1937, Messrs. Tolson, Clegg, Tamm, Quinn, Schilder and Nathan being present, considered the suggestion of the above employee to the effect that when a conference teletype call is placed, and the teletype operator of the telephone company advises that all of the desired offices are on the line, this be accepted by the sending office as sufficient proof that they are on the line, rather than having each field office answer before proceeding with the message.

The Conference approved the adoption of this suggestion, feeling that advice from the operator should be sufficient, and instructions in this connection will be incorporated in a general letter to the field.

Respectfully,
For the Conference,

Clyde Tolson, Chairman.

T. D. Quinn, Secretary.

6
RECORDED
&
INDEXED

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 333,013
DATE 7/21/96 BY SP5CIB/mjs

66-2554-850X

FEDERAL BUREAU OF INVESTIGATION
SEP 17 1937 A.M.
U. S. DEPARTMENT OF JUSTICE
TOLSON
FOUR

ORIGINAL FILED IN 66-1934-5522

HN:CSH

July 28, 1937

Suggestion #--
E. D. Carville, Messenger,
Identification Division.

MEMORANDUM FOR THE DIRECTOR

The Executives Conference, at a meeting held on July 24, 1937, Messrs. Tolson, Clegg, Tamm, Quinn, Schilder and Nathan being present, considered the suggestion of Mr. E. D. Carville, a messenger in the Identification Division to the effect that, in order to assist visitors becoming ill or fainting while on tour, restoratives be kept at vantage points along the line of tour. The Conference was informed that such restoratives are now kept in the following places: Crime Statistics machine, Mr. Schilder's office, Mr. Singman, Mr. Engert, Dead Files, Mr. Hallett, Card Index Section, Technical Laboratory, and believed that this covers all of the points referred to by Mr. Carville.

The Conference considered the further suggestion of Mr. Carville to the effect that a wheelchair be kept in some convenient location on the 7th floor to handle visitors who faint on tours. The Conference was of the opinion that this would not be necessary, in view of the rare instances of persons fainting, and the ability of the seventh floor employees to handle such cases as do arise without a wheel chair.

Respectfully,
For the Conference,

Clyde Tolson, Chairman.

RECORDED

T. D. Quinn, Secretary.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 333,013
DATE 7/2/90 BY SP5CUDms

ORIGINAL FILED IN 94-2-4563

July 16, 1937

MEMORANDUM FOR MR. NATHAN

I have noted several cases recently of Bureau visitors becoming ill and fainting while on tour. While it is my understanding that first aid equipment is kept in various places on the seventh floor, it never seems to be readily available in emergencies.

It is my suggestion that restoratives, such as spirits of ammonia, should be kept at vantage points along the line of tour, such as the Messengers' room, Crime Statistics punching machine in the Technical Section, Single Fingerprint Section, Card Index Section, and Laboratory. The supervisors of each of these sections should be informed of the location of said restoratives, in order that there will be no delay in their administration.

I would further recommend that, if possible, a wheel chair be kept in some convenient location on the seventh floor, in order that visitors becoming ill or fainting while on tours may be moved immediately to the nurse's office, where proper care can be administered.

At the present time the procedure followed in handling these cases is, in my opinion, far too inadequate to properly meet a true emergency.

Respectfully,

RECORDED

E. D. Carville.

66-2554-851

SEARCHED INDEXED
SERIALIZED FILED
JUL 21 1937
FBI - NEW YORK

ORIGINAL FILED IN: 94-2-4563

29
HHC:WG

July 25, 1937.

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered the suggestion of Mr. Clegg that the Bureau bulletin, showing the list of officers and the names of Special Agents in Charge with their addresses, should be forwarded with each issuance to all graduates of the FBI National Police Academy. The Conference agreed with this idea unanimously.

If this is approved, there is a memorandum attached for Mr. Glavin to this effect.

Present at this conference were Messrs. Tolson, Nathan, Quinn, Tamm, Schilder and Clegg.

Respectfully,

FOR THE CONFERENCE,

Clyde Tolson,
Chairman.

T. D. Quinn,
Secretary.

cc: Mr. Quinn.

RECORDED

66-3554-852

7
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 33,013
DATE 7/2/90 BY SP5C110MS

7/2/90
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7/2/90
7/2/90

ORIGINAL FILED IN 94-3-1-924

COPY

Federal Bureau of Investigation
UNITED STATES DEPARTMENT OF JUSTICE

CT:MAM

Washington, D. C.

July 23, 1937

MEMORANDUM FOR THE DIRECTOR

The Executives Conference on Friday considered the attached memorandum from Mr. Glavin relative to the work pending in the State of Maryland. Messrs. Nathan, Tamm, Schilder, and Tolson desire to recommend the establishment of a Bureau office in Baltimore. We feel that there is ample work at the present time to justify this office, and that there is a lot of work which we are not getting which would come to us if we set up an office in that city.

Inspectors Quinn and Clegg are not in favor of the establishment of an office in Baltimore at the present time. Their views are based upon the difficulty of securing a competent Special Agent in Charge at this time for another new office, and also because they feel there is considerable work in the State of Maryland which is handled rather close to Washington city.

In the event you approve the majority view, steps will be taken to ascertain whether there is sufficient space in the Federal Building in Baltimore to house an office.

Respectfully,

/s/ T.

Clyde Tolson.

ORIGINAL FILED IN 66-145-698

RECORDED

66-2554-852X

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 7/2/90 BY SP5/clm/s

100-2554-852X
JUL 25 1937
FBI - BALTIMORE
FOUR
H.E.

EAT:CDW

July 31, 1937.

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered the attached bulletin to the field instructing that insurance companies and insurance exchanges be included on the mailing lists of the various field offices, and was unanimously in favor of its submission to the field.

Those in attendance were Messrs. Nathan, Quinn, Clegg, Schilder and Tamm.

Respectfully,
For the Conference,

CLYDE TOLSON,
Chairman.

T. D. QUINN,
Secretary.

RECORDED

66-2554-853

AUG 1 1937

U.S. DEPT. OF JUSTICE

FILE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 303,013
DATE 7/5/90 BY SP5C110m1

ORIGINAL FILED IN 62-21531-3586

July 31, 1937,

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered an inquiry raised by Mr. Tamm as a result of memoranda submitted by Special Agent T. M. McDade and Mr. Harbo as to whether the Bureau should attempt to develop and distribute a form to be utilized by law enforcement officers and others in submitting material for indexing in the National Stolen Property File.

The Conference was of the opinion that it might be desirable at this time to attempt to prepare such a form, inasmuch as it would probably increase and facilitate the receiving of data for this file, and accordingly recommends that Mr. McDade and Mr. Harbo be designated as a committee to draw up a form for submission to the Executive Conference for approval. Mr. McDade was selected to serve on this committee because he is the supervisor assigned to the supervision of the National Stolen Property Act cases, and Mr. Harbo because of his experience in preparing forms, and the fact that he has served on a committee heretofore functioning in connection with the installation of the National Stolen Property File.

Those in attendance at this session of the Conference were Messrs. Nathan, Clegg, Quinn, Schilder and Tamm.

Respectfully,
For the Conference,

CLYDE TOLSON,
Chairman.

RECORDED

T. D. QUINN,
Secretary.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323013
DATE 7/2/96 BY SP5C/ams

ORIGINAL FILED IN 67-0-3897

66-2554-853X
TOLSON
QUINN
STAT. SEC.
JUL 31 1937

EAT:CDW

July 31, 1937.

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered the attached bulletin entitled "Obtaining Civil Service Records in War Risk Insurance Cases", and was unanimously in favor of its submission to the field.

Those in attendance were Messrs. Nathan, Quinn, Clegg, Schilder and Tamm.

Respectfully,
For the Conference,

CLYDE TOLSON,
Chairman.

T. D. QUINN,
Secretary.

RECORDED

66-2554-854

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 7/2/96 BY SP5C/MS

ORIGINAL FILED IN 82-1-703

9
HRC:VQ

July 17, 1937.

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered the request of the Commissioners of Roads and Revenues of America, Georgia, who desire to appoint a special investigator to act under the Board of Commissioners' supervision to take the course of training in the Bureau, in order to inaugurate a program of training in that area for police. It was indicated that this man would operate technically under the Sheriff's Office, but would be paid a state salary by the Board and be responsible to the Board for the discharge of his duties.

This matter was previously declined on recommendation of the Executive Conference, but in view of the additional letter, was again reconsidered, and again by unanimous vote it was believed that the Bureau should not vary from its policy of accepting representatives who were actually engaged in law enforcement. If this is approved, a letter is being addressed to the Chairman of the Board of Commissioners accordingly.

Those present at the conference were Messrs. Quinn, Nathan, Schilder, Tamm, and Clegg.

Respectfully,

FOR THE CONFERENCE,

Clyde Tolson,
Chairman.

RECORDED

T. D. Quinn,
Secretary.

cc: Mr. Quinn

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/2/90 BY SP5C110mS

ORIGINAL FILED IN 1-2-1176

66-2554-855

SEARCHED INDEXED
SERIALIZED FILED
JUL 21 1937
FBI - NEW YORK

EAT:GDW

July 31, 1937.

MEMORANDUM FOR THE DIRECTOR

9
The Executive Conference considered the attached bulletin to the field instructing that the provisions of Section 52 of the Manual of Rules and Regulations be discussed at the next monthly conference, and was unanimously in favor of its submission to the field.

Those in attendance were Messrs. Nathan, Quinn, Clegg, Schilder and Tamm.

Respectfully,
For the Conference,

CLYDE TOLSON,
Chairman.

T. D. QUINN,
Secretary.

RECORDED

66-2554-856

SEARCHED	INDEXED
SERIALIZED	FILED

1-27-4

FILE

66-2554-856

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/2/90 BY SP5C/Loms

EAT:GDW

July 31, 1937.

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered the attached bulletin entitled "Obtaining Medical Questionnaires in War Risk Insurance Cases", and was unanimously in favor of its submission to the field.

Those in attendance were Messrs. Nathan, Quinn, Clegg, Schilder and Tamm.

Respectfully,
For the Conference,

CLYDE TOLSON,
Chairman.

T. D. QUINN,
Secretary.

RECORDED

66-2554-857

ORIGINAL FILED IN

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/2/90 BY SP5C/oms

EAT:GDW

July 31, 1937.

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered the attached bulletin entitled "Outlining Procedure for Reporting Violations of the National Bank and Federal Reserve Acts", and was unanimously in favor of its submission to the field.

Those in attendance were Messrs. Nathan, Clegg, Quinn, Schilder and Tamm.

Respectfully,
For the Conference,

CLYDE TOLSON,
Chairman.

T. D. QUINN,
Secretary.

RECORDED

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323613
DATE 7/2/90 BY SP5C/H Oms

ORIGINAL FILED IN 66-3743-106

66-2554-858

EAT:GDW

July 31, 1937.

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered the attached bulletin entitled "Confidence Men" and was unanimously in favor of its submission to the field.

Those in attendance were Messrs. Nathan, Glegg, Quinn, Schilder and Tama.

Respectfully,
For the Conference,

CLYDE TOLSON,
Chairman.

T. D. QUINN,
Secretary.

RECORDED

66-2554-859

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 7/2/90 BY SP5C/Lom/S

ORIGINAL FILED IN

40-607-522

EAT:CDW

July 31, 1937.

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered the attached bulletin to the field transmitting for distribution to the various Special Agents pocket-sized photographs of an automobile tire track which was developed near the point where the body of Charles Fletcher Mattson was found, and was unanimously in favor of its submission to the field.

Those in attendance were Messrs. Nathan, Quinn, Clegg, Schilder and Tamm.

Respectfully,
For the Conference,

CLYDE TOLSON,
Chairman.

T. D. QUINN,
Secretary.

66-2554-860

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,413
DATE 7/2/96 BY SP5/ams

ORIGINAL FILED IN 7-1554-10167

TDQ:A

Suggestion #161

L. B. Reed

Special Agent,
Oklahoma City.

July 23, 1937.

MEMORANDUM FOR THE DIRECTOR

Agent Reed has made the following suggestions:

1. That all agents be required to report for work 8 a.m. and clerical force alternates.

The Committee recommends rejection of this, in view of the fact that the agents are subject to call during the entire 48 hour period.

2. That more talks be given by Bureau representatives before clubs and civic organizations, pointing out the personal contact affords splendid opportunity to create and maintain good will.

The Committee desires to point out that this is being done by the Agents in Charge whenever the work will permit.

3. That each field division have a small dark room for experimenting and actual work in developing and printing photographs.

The Committee does not feel justified in recommending that dark rooms for experimental purposes be placed in each field office, believing the cost would be entirely out of proportion to the amount of good to be obtained from this experiment.

4. That the Agents be authorized to drive their personally owned automobiles in field work.

The Committee believes this should be rejected in view of the fact that it is more economic and to the best interest of the Bureau to see that the Bureau cars are operated rather than personally owned cars.

RECORDED

5. That a liberal allowance should be made in estimating the working days to complete investigations as shown under the heading "Working Days to Complete" in the Monthly Administrative Report.

The Committee is of the opinion that this is a

matter entirely up to the SACs and that it would be impossible to set down any hard and fast rule but must rely upon the SACs who review these reports.

6. That Column one of the Administrative Report be changed in order that it will show when an agent Acts as Agent in Charge.

The Committee recommends no change be made in column one, pointing out that the exceptions are rather rare when the column will not answer the purpose for which it was intended.

7. That the Bureau obtain from some paper manufacturer a quantity of the best, thinnest and most suitable paper available for mail tracings and each field division supplied with a quantity.

The Committee does not feel this suggestion is practical. It is entirely up to the Postmasters as to what type of paper they will make tracings from and does not believe it would be advisable at this time to endeavor to effect arrangements with the Post Office Department to change their present procedure.

8. That each agent should have a pair of handcuffs issued to him, as part of his equipment.

The Committee is of the opinion all resident agents should be furnished with a pair of handcuffs, but does not believe a pair should be furnished to each agent as part of his regular equipment but believes it is up to the agents to request handcuffs, which are available at all field offices, if on any particular case they feel handcuffs are desirable.

9. AGENT REED recommends that the "time" on daily reports be eliminated, believing the names & addresses of all persons interviewed on any date would suffice.

The Committee does not believe that any change should be made in the daily reports in view of the fact that the time listed thereon has been used in the past to rather great advantage by the Bureau in specific cases.

10. Suggests all inactive cases be carried unassigned and so shown on the Monthly Administrative Report, thereby permitting the inactive cases to be followed and supervised through the tickler system.

Open inactive cases should be assigned rather than unassigned so that they can be followed through to their logical conclusion.

Those present were Messrs.
Tolson, Clegg, Nathan
Quinn & Tamm.

Respectfully,
For the Committee
Clyde Tolson,
Chairman.

T.D. Quinn,
Secretary

NOT USED

65-2554-862

CHANGED TO

ML 1-3097-X56

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 7/2/90 BY SP5C10ms

EAT:CDW

July 31, 1937.

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered the question of whether it is necessary to route correspondence in the classification "79" which pertains to missing persons to the fugitive supervisor.

The Conference was unanimously of the opinion that since no investigation is conducted in this type of case, such correspondence should be routed only to the Identification Division. The Conference believes that any investigative report which might be submitted bearing the classification "79" should, of course, be submitted to the fugitive supervisor.

Those in attendance were Messrs. Nathan, Schilder, Quinn, Clegg and Tamm.

Respectfully,
For the Conference,

CLYDE TOLSON,
Chairman.

T. D. QUINN,
Secretary.

RECORDED

66-2554-863

FEDERAL BUREAU OF INVESTIGATION

AUG 6 1937 A.M.

U. S. DEPARTMENT OF JUSTICE

RECEIVED

IDENT. UNIT

TAMM

FOUR

CROWN

FILE

INVESTIGATIVE

ORIGINAL FILED IN

66-3665-329

HN:CSH

July 28, 1937

Suggestion #—
Quinn Tamm,
Technical Laboratory.

MEMORANDUM FOR THE DIRECTOR

The Executives Conference, at a meeting held July 24, 1937, Messrs. Tolson, Clegg, Tamm, Quinn, Schilder and Nathan being present, considered the suggestion of Mr. Quinn Tamm of the Laboratory, to the effect that it might be advisable, in the Laboratory and some of the other offices on the seventh floor, to follow the same procedure used on the fifth floor for destroying waste paper, i.e., burning said waste paper under supervision.

The Conference was of the opinion that the character of the waste paper disposed of on the seventh floor is not of a sufficiently confidential nature as to require this procedure.

Respectfully,
For the Conference,

Clyde Tolson, Chairman.

T. D. Quinn, Secretary.

RECORDED

66-2554-864

AUG 5 1937

DIRECTOR
NATHAN
TOLSON

OFF. FILE
FOUR

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 33,003
DATE 7/2/90 BY SP5C110MS

ORIGINAL FILED IN

66-2554-864

BHC:VG

July 25, 1937.

MEMORANDUM FOR THE DIRECTOR

The Executive Conference was in agreement with the suggestion of Mr. Clegg that additional air cooling inlets might be installed in Training School No. 1, such inlets to be located advantageously after a conference with the members of the Training School Division and the Engineering Staff in order to reduce the noise of such apparatus to a minimum, and at the same time provide a greater degree of comfort on occasions when this room is filled to capacity.

If this is agreeable, a request for additional facilities of this type will be forwarded to the Department.

Those present at the Conference were Messrs. Tolson, Nathan, Quinn, Tamm, Schilder and Clegg.

Respectfully,

FOR THE CONFERENCE,

Clyde Tolson,
Chairman.

T. D. Quinn,
Secretary.

cc: Mr. Quinn.

RECORDED

66-2554-865

FEDERAL BUREAU OF INVESTIGATION

AUG - 2 1937 A.M.

U.S. DEPARTMENT OF JUSTICE

TOLSON

CLEGG

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FOUR

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/2/90 BY SP5C/10ms

ORIGINAL FILED IN 66-18554-1A-68X1

EAT:RP
Suggestion Letter 42

August 3, 1937

MEMORANDUM FOR THE DIRECTOR

RE: Suggestion submitted by Special
Agent F. M. Ames, Pittsburgh Office.

Mr. Ames suggests that a mimeographed form be adopted and distributed to all Agents, which form would set forth the preliminary paragraph to appear in signed statements obtained from subjects of investigations.

The Conference believes that a mimeographed or stereotype form is not desirable, pointing out that the Bureau manuals, the training school curriculum and the retraining school courses point out the necessary statements which should appear in the opening paragraph of a signed statement. The Conference feels that any general paragraph containing the necessary legal elements to indicate that the statement was made of the prisoner's own free will after being duly advised of his Constitutional rights, with full knowledge that he did not have to make the statement and that any statement which he might make might be used against him, is adequate.

Mr. Ames is being advised of the Bureau's reaction to his suggestion in the attached letter. Those in attendance at the Executive Conference when this point was discussed were Messrs. Nathan, Clegg, Quinn, Schilder and Tamm.

Respectfully,
For the Conference.

Glyde Tolson,
Chairman.

RECORDED

T. D. Quinn,
Secretary.

7
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 333,613
DATE 7/2/90 BY SP5C/LMS

66-2554-866

AUG 8 1937

U.S. DEPARTMENT OF JUSTICE

TELETYPE

FILE

66-4809-38
ORIGINAL FILED IN

TDC:RCL

July 30, 1937.

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, consisting of Messrs. Nathan, Clegg, Schilder, Tamm and Quinn, considered the suggestion submitted to Mr. Glavin by Special Agent Kingman to the effect that it would be a good investment for the Bureau to designate certain qualified agents in the field to make inspections of the Bureau owned automobiles; that the field territory be divided into four sections and that competent Special Agents who have had automobile repair and maintenance experience be assigned to make such inspections; that during these inspections they should ascertain the driving ability of the various agents and should also check on the repair and storage contracts of the various field divisions and pass upon the adequacy or inadequacy of the machines assigned to each district.

The Conference was of the unanimous opinion that should not be necessary, first, in view of the fact that the various field offices are now being inspected and, secondly, that it would be relieving the Special Agents in Charge of a duty which is primarily theirs. Further, it would require the services of agents who are badly needed to perform investigative work.

Respectfully,
For the Conference,

Clyde Tolson,
Chairman.

T. D. Quinn,
Secretary.

RECORDED

66-2554-867

DEPARTMENT OF JUSTICE	
AUG 11 1937	
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ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,813
DATE 7/2/96 BY SP5C/Loms

ORIGINAL FILED IN 66-1980-2-1-850

July 25, 1937.

Mr. Clegg called to the attention of the Executive Conference the announcement that the Works Progress Administration of Oklahoma is initiating on or about September 15, 1937, a correspondence course on fingerprinting in conjunction with the University of Oklahoma.

The Conference considered the fact that there are potential dangers in extending this training in the methods of fingerprint identification to anyone desiring to take such a course of training. It was therefore unanimously agreed that this contemplated program and the potential dangers involved be brought to the attention of the Attorney General in a memorandum, with a suggestion that he might take such action as appeared to be appropriate to cause a conclusion of such activities. The conference was unanimous with reference to this point.

Mr. Schilder and Mr. Clegg were of the opinion that it would be well to begin at an early date, and prior to September 15, the regular field office course of instruction in fingerprint identification methods at Oklahoma City. The other members of the conference felt that the plan did not warrant such action on the part of the Bureau at this time.

The conference was unanimously of the opinion that the Oklahoma City office should make inquiries with reference to this plan and those in charge thereof, so that the Bureau's records might reflect more complete information with reference thereto. In the event this is approved, there is attached a memorandum to the Attorney General and a letter to the Oklahoma City office accordingly.

RECORDED & INDEXED

Those present at this conference were Messrs. Tolson, Nathan, Quinn, Tamm, Schilder and Clegg.

Respectfully,
FOR THE CONFERENCE

Clyde Tolson,
Chairman.

T. D. Quinn,
Secretary.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/2/90 BY SP5CJ/MS

cc: Mr. Quinn

ORIGINAL FILED IN 62-42084-34

TDQ:RCL

July 30, 1937.

MEMORANDUM FOR THE DIRECTOR.

Confidential

The Executive Conference, consisting of Messrs. Nathan, Schilder, Clegg, Tamm and Quinn, considered the suggestion submitted by Special Agent in Charge Canroy to the effect that arrangements be made with the Public Health Service in Washington to take blood tests of the agents of the Bureau and that the information be recorded in their personnel files, such information to be used in case of emergency.

A similar suggestion has previously been considered and rejected, the Conference believing that no doctor would take this information for its face value without conducting the necessary test and, further, the blood count of an individual may change considerably over a period of weeks depending, of course, upon certain conditions. It is therefore felt that the safest way would be to have the blood examination made prior to using the blood for transfusion purposes.

Respectfully,
For the Conference,

Clyde Tolson,
Chairman.

T. D. Quinn,
Secretary.

RECORDED

66-2554-869

SEARCHED	INDEXED
SERIALIZED	FILED
JUL 31 1937	
FBI - NEW YORK	

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 393,613
DATE 7/2/90 BY SP5C/10MS

ORIGINAL FILED IN 11 1937-66-2554

HHC:WHH

July 9, 1937.

MEMORANDUM FOR THE DIRECTOR

Based upon an inquiry of Special Agent in Charge Guinane of St. Paul, the Executive Conference again considered the regulations of giving combinations of the vaults in which guns are stored to various employees in the field office. The Conference was of the opinion that the policy of the Bureau should be made known to all field offices as follows:

That the vault combination should be known to the Special Agent in Charge and the Number One Man at each field office, and to such other Special Agents as, in the opinion of the Special Agent in Charge, should be given the information as to the vault's combination. These Agents, it is believed, should be those who might ordinarily be expected to lead a raid or to serve in charge of a plant or detail on any type of investigation. It would not be necessary to give all the Special Agents the vault combination but that it might, in some offices, be found advisable to give all the Special Agents the vault combination.

It was believed that none of the clerical employees in a field office should be furnished with a combination to the vault. If this is approved, a letter is being addressed to Mr. Guinane and a form letter is being prepared to all field offices in order to establish uniformity in this respect.

Those present at the conference were Messrs. Nathan, Quinn, Tamm, Schilder, and Clegg.

Respectfully,
FOR THE CONFERENCE,

Clyde Tolson,
Chairman,

T. D. Quinn,
Secretary.

CC: Mr. Quinn.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/2/90 BY SP5CJ/MS

ORIGINAL FILED IN

66-3760-1886

66-2554 - 870	
FEDERAL BUREAU OF INVESTIGATION	
U. S. DEPARTMENT OF JUSTICE	
SEARCHED	INDEXED
SERIALIZED	FILED
JUL 15 1937	
FBI - ST. PAUL	

HHC:EG

1937
July 31, 1937.

MEMORANDUM FOR THE DIRECTOR

Re: Suggestion of Mr. Hince.

Examine records of graduates
The Executive Conference considered the suggestion of Mr. Hince that there be forwarded to various police schools throughout the country a list of the graduates of the FBI National Police Academy in order that a wider utilization of the services of these graduates might be the result.

The Conference does not believe that such action should be taken as, obviously, a number of graduates of the Academy do not possess the talent which would permit them to be outstanding instructors, even in their own departments, and it is felt that a distribution of these lists might not have a desirable effect. Mr. Hince is being advised accordingly, if this action is approved.

Those present were Messrs. Quinn, Nathan, Tamm, Schilder and Glegg.

Respectfully,

FOR THE CONFERENCE,

24
Clyde Tolson,
Chairman.
RECORDED

INDEXED
T. D. Quinn,
Secretary.

cc-Mr. Quinn

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/2/96 BY SP5/BJM/MS

66-2554-871

FEDERAL BUREAU OF INVESTIGATION	AUG 11 1937
RECEIVED	FILE

Handwritten signature and initials over stamp

ORIGINAL FILED IN 66-1427

HHG:EOS

July 20, 1937.

MEMORANDUM FOR THE DIRECTOR

At the suggestion of the Retraining Class, there is being prepared, in the event you approve, a letter transmitting the list of subjects covered by each of the various divisions of the Bureau, which will be of value to future Retraining Schools in organizing and preparing their questions for discussion in panel forums upon their arrival in Washington.

This is being prepared in bulletin form, so that it may be distributed to each Special Agent.

Respectfully,

H. H. Clegg.

RECORDED

66-2554-872

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 7/2/96 BY SP5C/10ms

SEARCHED	INDEXED
SERIALIZED	FILED
JUL 21 1937	
FBI - WASHINGTON	

Executive Conference

1-19-102

TDq:RCL

TDq:RCL

July 30, 1937.

MEMORANDUM FOR THE DIRECTOR.

The Executive Conference, consisting of Messrs. Nathan, Olegg, Schilder, Tamm and Quinn, considered the suggestion submitted by Special Agent Maxwell Chaffetz recommending that in connection with the fund maintained by voluntary contributions from the agents, each Special Agent be given an opportunity to pledge himself to contribute ten dollars to the fund and that it be expended under existing regulations; that the pledge would automatically make it incumbent upon each agent to contribute his share and would guarantee a said sum to be paid to the designated survivor although a portion of the fund would not be collected until subsequent to the death of the Special Agent.

The Conference has previously considered a similar suggestion recommending a pledge system and believes that the present procedure of voluntarily building up a new fund should not be made mandatory and does not believe that an organization of this kind needs a pledge system.

The Conference desires to point out that there has been no appreciable difference between the various funds and, therefore, recommends that the present procedure not be disturbed in any form.

Respectfully,
For the Conference,

Glyde Tolson,
Chairman.

T. D. Quinn,
Secretary.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/2/90 BY SP5C110MS

66-2554-873
JUL 31 1937
TOLSON
DEPT. OF JUSTICE
FOUR
PERMS. FILE

ORIGINAL FILED IN 66-1934-5587

copy
WRG:ATW

September 4, 1937

MEMORANDUM FOR THE DIRECTOR

See
D
The Executive Conference again considered the suggestion of Mr. Baughman that Special Agent J. R. Green be excused from participation in firearms training. Under date of July 31, 1937, the Conference suggested to the Director, as a result of Mr. Baughman's suggestion of July 22, 1937, that this Agent be excused from further firearms training. Mr. Baughman pointed out that although he is very willing and tries hard, that due to his age, further training in the use of firearms will be of no productive result.

As a result of a physical examination taken by this Agent, the U. S. Public Health Service reported that he had no defects which would interfere with his use of firearms.

In view of this fact, this matter was again considered by the Conference and the members thereof unanimously agreed that Agent Green be excused from further firearms training.

Those present were Messrs. Tamm, Clegg, Nathan, Schilder and Glavin.

Respectfully,
FOR THE CONFERENCE,

Clyde Tolson,
Chairman.

W. R. Glavin,
Secretary.

OK
H.

RECORDED

66-2554-873X
FEDERAL BUREAU OF INVESTIGATION

SEP 11 1937

U. S. DEPARTMENT OF JUSTICE

TOLSON
C. L. EGG

FILE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/2/96 BY SP5C/LBMS

ORIGINAL FILED IN 66-1570-388

HHC:BG

July 31, 1937.

MEMORANDUM FOR THE DIRECTOR

Re: Suggestion of Mr. Baughman.

The Executive Conference considered the suggestion of Mr. Baughman that Special Agent J. R. Green, although willing, is not qualified to use firearms officially. Mr. Baughman recommended that Mr. Green, because of his age, because of his inability to handle these firearms, and because the training which was given him recently at Quantico was not productive of any results, be exempted in the future from further firearms training. All members of the Conference agreed with this recommendation and the Des Moines office is being informed accordingly, if approved.

Those present were Messrs. Quinn, Nathan, Tamm, Schilder and Clegg.

Respectfully,

FOR THE CONFERENCE,

Clyde Tolson,
Chairman.

T. D. Quinn,
Secretary.

RECORDED

INDEXED

cc - Mr. Quinn

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 7/2/90 BY SP5C110ms

ORIGINAL FILED IN 66-1570-388

66-2554-873X
TOLSON
EAP. CLERK
FOUR
FILE

TDQ:A

Suggestion #165
LeRoy H. Barnard,
Special Agent,
Peoria, Illinois.

July 23, 1937.

MEMORANDUM FOR THE DIRECTOR

Agent Barnard suggests that the field offices be supplied with candles, or some other inexpensive auxiliary lighting facilities of a uniform nature, stating this is based upon an actual experience of having the office lighting facilities fail when agent was on night duty alone.

The Committee does not feel that this is at all necessary and desires to point out that each field office is furnished with flashlights and searchlights.

Those present were Messrs. Tolson, Glegg, Nathan, Quinn and Tamm.

Respectfully,
For the Committee.

Clyde Tolson,
Chairman.

T. D. Quinn,
Secretary.

RECORDED

66-2554-874

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 7/2/90 BY SP5C/Loms

ORIGINAL FILED IN 66-1934-5530

Executive Conference

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7/2/90 BY SP5C/Loms

COPY

FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE

300 Commercial Merchants National Bank and
Trust Company Building, Peoria, Illinois.

June 26, 1937.

Director,
Federal Bureau of Investigation,
Washington, D. C.

Dear Mr. Hoover:

Reference is made to your letter of May 24, 1937
in which you requested that suggestions be submitted to the
Bureau which may tend to improve the Bureau's service.

In response to this invitation I wish to suggest
that field offices be supplied with candles, or some other
inexpensive auxiliary lighting facilities of a uniform nature.
This suggestion is based upon an actual experience of having
the office lighting facilities fail when agent was on night
duty alone.

Sincerely yours,

/s/ LeRoy H. Barnard,

LeRoy H. Barnard,
Special Agent.

RECORDED
&
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66-2554-874

AUG 11 1937

U. S. DEPARTMENT OF JUSTICE

FILE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 7/21/90 BY SP5C110MS

ORIGINAL FILED IN

66-1934-5553

NRG:es

August 3, 1937

MEMORANDUM FOR THE DIRECTOR

The Conference considered the matter of having the various Resident Agents throughout the country establish headquarters in Federal Buildings in Resident Agent cities.

It was pointed out that in the past a number of field offices have established such Resident Agent offices having secured the sole use of rooms in Federal Buildings for those Agents. At the present time eleven field divisions maintain such offices in Resident Agent cities.

The Conference was of the opinion that it will be necessary to secure such office space, if at all possible, but recommends that the various Inspectors be instructed to inspect such offices when inspecting the interested field divisions.

I am attaching hereto a memorandum addressed to Mr. Clegg concerning this matter.

Those present were Messrs. Tolson, Nathan, Tamm, Schilder and Glavin.

Respectfully,
For the Conference,

Clyde Tolson,
Chairman.

T. D. Quinn,
Secretary.

RECORDED

66-2554-875

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/2/90 BY SP5C110MS

1 AUG 11 1937
TOLSON
Clegg
DEPT. OF JUSTICE
FOUR FILE

66-2190-980
NATHAN

July 20, 1937.

RECORDED

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INDEXED

MEMORANDUM FOR THE DIRECTORRe: FBI National Police Academy
Absences from Class.ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/2/90 BY SP5C/LBM/S

66-2554-874X

JUL 27 1937

The Executive Conference considered the advisability of establishing a policy with reference to absences from the Police Academy.

There have been instances in the past where, because of illness of a trainee or illness in his family at home or death in his family, a trainee has been absent from the Police Academy for a period of from one week to ten days. He has been permitted to come back and graduate if his work and attitude have been satisfactory, and an opportunity was provided for him to make this lost time up. For example, Mr. Travis, President of the current class, was absent for a week on account of the serious illness of his mother. Mr. Dahl was absent for slightly more than a week, occasioned by the death of his father. It was with considerable difficulty that Mr. Dahl returned, as the traveling expenses had to be borne by him personally. They will both be permitted an opportunity to make up this lost work. However, it was felt that some maximum time for emergency and necessary absences should be established, and the Conference felt that if any trainee in the Police Academy was absent for a period in excess of fifteen days, he could not be permitted to graduate with his current class but might return when those subjects were given at some future session of the Academy. In the event he is absent for fifteen days or less and is willing to make up this work during late hours for the training period, as well as subsequent to the graduation exercises, he should be permitted to graduate with his class with the understanding that this work would be made up.

The Conference felt also that there were undoubtedly many occasions when members attending the Police Academy needed, for personal reasons, to be absent from a class. Perhaps an official of their city or state was in the city and desired to confer at considerable length with the Police trainee or have him accompany them on various appointments in Washington. Others might desire to visit certain places of interest which are not usually covered by the tours which the Bureau provides for the trainees. Some of them might desire to do some personal shopping or be required by their own departments to make investigations in or near Washington in connection with official business. Some have been instructed to go to New York City over week-ends by their chiefs for the purpose of procuring certain data or information available there, and they have not

ORIGINAL FILED IN 7-1-1462

July 20, 1937.

been able to complete this assignment due to the absence of the party to be interviewed during the week-end hours. Therefore, it was felt that, consistent with practices in schools and colleges generally, a maximum number of cuts should be established as a matter of policy. It was felt that any member of the class would be able to make up easily one day per month and that, therefore, it would be desirable to permit a total of 21 hours absence of this type during the three months' period. This is the equivalent of three days work. It was felt that the trainees should not have this announced to them, but, when they presented a reasonable and plausible explanation for their desire to be absent, the Training School Division could excuse them during the three-month period for a total not in excess of 21 training hours.

Those present at this conference were Messrs. Tolson, Quinn, Nathan, Tamm, and Clegg.

Respectfully,

FOR THE CONFERENCE,

Clyde Tolson,
Chairman,

T. D. Quinn,
Secretary.

CC Mr. Quinn

HHC:WHH

August 7, 1937.

MEMORANDUM FOR THE DIRECTOR

9
The Executive Conference approved the attached program for the Administrative School to begin Monday, August 9, 1937, at 9:00 A. M.

Although previous administrative schools have operated for a period of four weeks, it was believed that since only five or seven would be in the current school, the same amount of instruction could be given during a two weeks' interval. It was recommended that this course be provided.

Those present at the conference were Messrs. Tolson, Nathan, Tamm, Schilder, and Clegg.

Respectfully,
FOR THE CONFERENCE,

Glyde Tolson,
Chairman,

T. D. Quinn,
Secretary.

CO: Mr. Quinn.

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66-2554-876

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/2/90 BY SP5C110MS

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TOLSON
CLEGG
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TAMM

HHC:VG

July 25, 1937.

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered a suggestion of Mr. Clegg that since negative action was taken by the Spelman Fund toward the project of financing the attendance of police officers at the FBI National Police Academy, this matter next be presented to the Rockefeller Foundation in order that it does not lose the attention of officials of these organizations, and in view of the fact of certain statements from Mr. Chorley, Mr. Smith and Mr. Harrison that this might be the next logical step in attracting the interest of these groups.

If this is approved, the matter will be presented to the Rockefeller Foundation along the lines identical with the Spelman Fund.

Those present at the Conference were Messrs. Nathan, Quinn, Tamm, Schilder and Clegg.

Respectfully,

FOR THE CONFERENCE,

Clyde Tolson,
Chairman.

T.D. Quinn,
Secretary.

OK., J.E.H.

cc: Mr. Quinn.

RECORDED
&
INDEXED.

66-2554-877

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 343,013
DATE 7/2/90 BY SP5C/LDM/s

ORIGINAL FILED IN 1-4-1431

RECORDED
INDEXED
FBI
JUL 28 1937
FBI

HHG:BG

July 28, 1937.

MEMORANDUM FOR THE DIRECTOR

Re: Suggestion of Mr. Joseph.

The Executive Conference considered the suggestion of Mr. Joseph that copies of the various lectures before the Police Academy be made available for the files of the Research Division.

In this connection, it is pointed out that copies of these lectures go to the Director's office for his file, one copy is retained in the Training Division and the additional copies are available in the Bureau's file rooms where anyone having a temporary need for them might call for such files. The suggestion is, therefore, recommended unfavorably, and Mr. Joseph is being written accordingly, if approved.

Those present were Messrs. Tolson, Quinn, Nathan, Tamm, Schilder and Clegg.

Respectfully,

FOR THE CONFERENCE,

Clyde Tolson,
Chairman.

RECORDED

T. D. Quinn,
Secretary.

cc-Mr. Quinn

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 333,013
DATE 7/21/96 BY SP5CJ/ams

ORIGINAL FILED IN 1-14-158

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FEDERAL BUREAU OF INVESTIGATION
U.S. DEPT. OF JUSTICE
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CLERK A
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PERSONNEL W

HHG:BG

July 31, 1937.

MEMORANDUM FOR THE DIRECTOR

Re: Suggestion of Mr. Hince.

The Executive Conference considered the suggestion of Mr. Hince that the name of each Police Academy graduate be placed in the sources of information box in each field office.

The Executive Conference opposes this suggestion on the basis of the fact that the sources of information box already contains the names of too many law enforcement officers and not enough names of real sources of information concerning criminals. It is assumed that all graduates of the Police Academy will cooperate and lists have been furnished each field office. Furthermore, the Bureau considers that all law enforcement officers are, in fact, paid to cooperate and furnish information and that, therefore, this additional listing of names in the sources of information box would have no additional benefit. Mr. Hince is being advised accordingly, if approved.

Those present were Messrs. Quinn, Nathan, Tamm, Schilder and Clegg.

Respectfully,

FOR THE CONFERENCE,

Clyde Tolson,
Chairman.

RECORDED

T. D. Quinn,
Secretary.

cc-Mr. Quinn

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323613
DATE 7/11/90 BY SP5/oms

DIRECTOR
TOLSON
HARRIS

U.S. DEPT. OF JUSTICE
JUL 31 1937

873

ORIGINAL FILED IN 66-2765-1782

HHQ:BG

July 31, 1937.

MEMORANDUM FOR THE DIRECTOR

The attention of the Conference was invited to a communication dated July 20, 1937, forwarded by Mr. Maurice B. O'Neil, Chairman of the APCO - FBI Teletype Committee, and a further communication dated June 23, 1937, addressed to the Director by Mr. O'Neil and four other members of the Committee, indicating their desire, if the Bureau is still in agreement, to utilize the Detroit, Michigan, and New Orleans, Louisiana, Police Departments as key stations to which the Bureau could send teletype messages, at the Bureau's expense, for broadcasting from Detroit and New Orleans to other stations which are members of the Intercity Network.

It is the opinion of the Executive Conference that this is a desirable arrangement and is in keeping with the originally approved suggestion of the Bureau. It is believed that it would be well to initiate this project beginning August 15, 1937, with the tests continuing for a period of three months. If this is approved, letters are being prepared to Mr. O'Neil and the other four members of the Committee, suggesting that arrangements be made by them for transmittal of these messages in accordance with this plan.

Those present were Messrs. Quinn, Nathan, Tamm, Schilder and Clegg.

Respectfully,

FOR THE CONFERENCE,

Glyde Tolson,
Chairman.

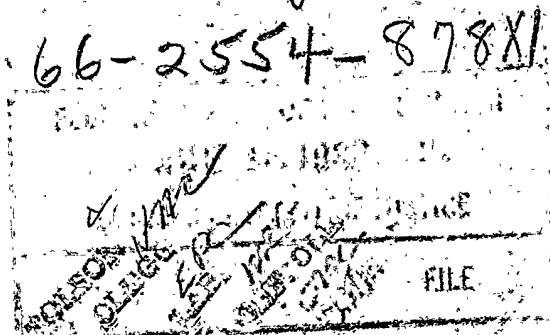
RECORDED

T. D. Quinn,
Secretary.

cc-Mr. Quinn

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 333,013
DATE 7/2/90 BY SP5C10MS

ORIGINAL FILED IN



CT:ACS

August 5, 1937.

90 ✓ This will confirm our conversation on August 4th, at which time we discussed the attached memorandum submitted by the Executives' Conference concerning the names of graduates of the FBI National Police Academy. In line with your instructions, hereafter the names of those graduates who are engaged in law-enforcement work will be carried in publications issued by the Bureau and a notation will be made that these are the names of the graduates of the Academy who are presently engaged in law-enforcement activities.

RECORDED

INDEXED

66-2554-879

SEARCHED	INDEXED
SERIALIZED	FILED
AUG 11 1937	
FBI - NEW YORK	

Handwritten signatures and initials are present over the stamp.

Clyde Tolson.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 7/2/90 BY SP5/clm/s

ORIGINAL FILED IN 100-3441434

HHC:WHH

July 9, 1937.

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered the advisability of removing the name of former Special Agent J. D. Cunningham from the current revision in the list of graduates of the FBI National Police Academy as Agent Cunningham is no longer connected with the Bureau and is not working for any regularly constituted law enforcement agency.

It was unanimously agreed that his name should be deleted from the list. It was agreed, however, that there should be retained on the list the names of all police school graduates who were still conducting themselves satisfactorily, even though they were not presently engaged in law enforcement work, as is the case of Mr. Christensen, of Kansas, and Colonel Goodrich, of Florida, as it was thought to do so might, in fact, enable them to secure law enforcement work of some kind in the future.

Those present were Messrs. Tolson, Quinn, Nathan, Tamm, Schilder, and Clegg.

Respectfully,
FOR THE CONFERENCE,

Clyde Tolson,
Chairman.

T. D. Quinn,
Secretary.

CC: Mr. Quinn.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 393,013
DATE 7/2/90 BY SP5CUL/MS

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HENDERSON	

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ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/21/90 BY SP5C11 DMS

NOT USED

66-2554-880

CHANGED TO

1-3094-X87

me

WRG:ec

Mrs. E. M. Conover

Supervisor, Typing Section, Files Division

August 3, 1937

MEMORANDUM FOR THE DIRECTOR

The Committee considered the suggestion submitted by Mrs. E. M. Conover, Files Section employee, wherein it was suggested that all informal memoranda be signed in full by the writers thereof. This employee pointed out that these memoranda are usually signed by the writers' initials and much time is spent in ascertaining the full names.

The Committee did not consider it necessary that the full name of the writer be autographically signed to such memoranda; however, it is believed that when such memoranda are prepared, the name of the writer should be typed thereon so that no research need be entered into by the Files Section clerks.

There is attached hereto an inter-office memorandum concerning this matter, if you approve the recommendation of the Committee.

Those present were Messrs. Tolson, Nathan, Schilder, Tamm and Glavin.

Respectfully,
For the Committee,

Clyde Tolson,
Chairman.

T. D. Quinn,
Secretary.

RECORDED

66-2554-881

RECEIVED

AUG 13 1937

DIRECTOR
TOLSON
QUINN
SCHILDER
TAMM
GLAVIN
NATHAN

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 7/2/50 BY SP5C110ms

ORIGINAL FILED IN 66-

HHC:VG

July 27, 1957.

MEMORANDUM FOR THE DIRECTOR

The Executive Conference reviewed an outline, prepared by Mr. Goudge of the Training Division, for courses of instruction in physical training, which may be printed and distributed to interested members of the FBI National Police Academy.

The Conference, following a review of this outline, unanimously agreed that it would be satisfactory. If this is approved, copies of the attached outline will be printed for distribution, as described.

Those present at the Conference were Messrs. Quinn, Nathan, Schilder, Tamm, and Olegg.

Respectfully,

FOR THE CONFERENCE,

Clyde Tolson,
Chairman.

T. D. Quinn,
Secretary.

cc: Mr. Quinn

RECORDED

66-2554-882

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/2/90 BY SP5C110MS

ORIGINAL FILED IN

66-4922-506

HEC:VG

August 5, 1937

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered the letter received July 30, 1937, from Russell P. Andrews, Deputy Oregon Director for the National Youth Administration, Portland, Oregon.

Mr. Andrews had been impressed by the technique used by a Special Agent in conducting the investigation of an applicant. Mr. Andrews further advises that he is to work under an In-Service Fellowship which he has obtained in the field of Public Administration at the graduate school of the University of Minnesota, beginning in September, 1937. He is to prosecute a research project and wondered if there was some project in this Bureau's selection and training procedure that he might use for a basis in his work in pursuing this study.

The Conference believed that it would be undesirable to take up the time of the Bureau's personnel and it was further believed that his findings would add nothing to the Bureau's store of knowledge as to the Bureau's procedure. Consequently, it was recommended unanimously that this request be considered unfavorably. If this is approved, a letter to Mr. Andrews has been prepared along this line.

Those present at the Conference were Messrs. Nathan, Quinn, Tamm, Schilder and Clegg.

Respectfully,

FOR THE CONFERENCE,

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Glyde Tolson,
Chairman.

T. D. Quinn,
Secretary.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 333,013
DATE 7/2/90 BY SP5CJ/DMS

cc: Mr. Quinn

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ORIGINAL FILED IN

66-2554-883

AUG 14 1937

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EAT:CDW

August 12, 1937.

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered the attached bulletin dealing with the extension of the mailing lists for Identification Orders, and was unanimously in favor of its submission to the field.

Those in attendance at this session of the Executive Conference were Messrs. Nathan, Tolson, Clegg, Glavin, Schilder and Tamm.

Very truly yours,
For the Conference,

CLYDE TOLSON,
Chairman.

T. D. QUINN,
Secretary.

RECORDED

66-2554-884

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 7/2/96 BY SP5CJL/MS

ORIGINAL FILED IN 66-2554-3616

HHC:EG

August 7, 1937.

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered the suggestion of Mr. Lester that, in police training schools throughout the country where Bureau officials or Special Agents in Charge have aided in the course of instruction, a list of graduates be obtained and maintained in the respective field offices in which the schools were conducted and that a similar list of graduates be furnished to and maintained by the Bureau in Washington.

The Conference unanimously recommends unfavorably with reference to this suggestion, feeling that such a plan would result in unnecessary typing and correspondence and that the mere fact an officer had gone to a police school, even though the Bureau's representative had lectured before the school in certain capacities, would not necessarily indicate that such officer was more valuable or a better officer than any of the others. The maintenance of a list of this type was believed to be unnecessary.

If this is approved, a letter is being addressed to Mr. Lester accordingly.

Those present were Messrs. Tolson, Nathan, Tamm, Glavin and Clegg.

Respectfully,

FOR THE CONFERENCE,

Clyde Tolson,
Chairman.

RECORDED
T. D. Quinn,
Secretary.

cc-Mr. Quinn

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/2/90 BY SP5/ELM/S

66-2554-884

AUG 10 1937

U. S. DEPARTMENT OF JUSTICE

FILE

ORIGINAL FILED IN 1-16 1-16 9-4-2

1103 Mills Tower
220 Bush Street
San Francisco, California.
July 24, 1937.

Mr. John Edgar Hoover, Director,
Federal Bureau of Investigation,
Washington, D.C.

Dear Mr. Hoover: Re: GRADUATION OF FIRST TWO SCHOOLS,
CALIFORNIA TECHNICAL INSTITUTE
FOR POLICE OFFICERS' TRAINING.

There are enclosed two lists representing the graduates of the first and second California Technical Institute for Police Officers' Training Schools, held at San Jose College, San Jose, California, June 13 to July 10, 1937, and July 13 to July 24, 1937.

You will note that these graduates are pretty well scattered over the State of California, particularly in our San Francisco Field Office Division territory, and I believe that you will find practically all of these local peace officers good friends of the Bureau, as a result of the training and contacts with them by Special Agent in Charge P. L. Listerman, of this office, and by me.

Similar lists of these graduates are maintained in the San Francisco office, and I have instructed Special Agent in Charge Listerman to make copies of this list available to all Agents, in his office, to aid our Agents in investigations made in those localities where graduates of the above mentioned school may happen to be located.

In police training schools throughout the country, where Bureau officials or Special Agents in Charge have aided materially in the course of instruction, I recommend that similar lists of graduates be maintained for the above mentioned purpose in the respective field office districts covering such training schools, in which our representatives have participated, and similar lists of graduates be furnished to you at the Seat of Government, for your information and help.

RECORDED

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 7/2/96 BY SP5CJ/MS

ORIGINAL FILED IN 1-16

66-2554-884

AUG 25 1937

INDEXED
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AUG 25 1937

An outline of the course of instruction given
by Liston and he is being made the subject of a separate
letter, under even date.

Sincerely yours,

C. H. Brane Lester,
Assistant Director.

Incs.-2.

WHL:IST

HM:CSH

July 26, 1937

Suggestion #169,
Wayne W. Klemp, Stenographer,
Kansas City Field Division,

MEMORANDUM FOR THE DIRECTOR

The Executives Conference, at a meeting held on July 24, 1937, Messrs. Tolson, Clegg, Tamm, Quinn, Schilder and Nathan being present, considered the suggestion of Mr. Wayne W. Klemp, a stenographer in the Kansas City Office, to the effect a form letter be prepared and distributed to the field offices for use in transmitting vouchers to creditors for appropriate signature.

The Conference unanimously approved this suggestion, and the Chief Clerk's Office is being requested to take steps to have this form letter prepared and distributed to the field.

Respectfully,
For the Conference,

Clyde Tolson, Chairman.

T. D. Quinn, Secretary.

RECORDED
&
INDEXED

66-2554-884X

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/2/90 BY SP5CJL/MS

ORIGINAL FILED IN 66-1934-5536

WRG:ec

August 9, 1937

Mrs. A. H. Jacobs,
Supervisor, Briefing Section,
Chief Clerk's Office,

MEMORANDUM FOR THE DIRECTOR

The Committee considered the suggestion submitted by Mrs. A. H. Jacobs of the Chief Clerk's Office, relative to interviewing officials using only fictitious names in having Special Agent applicants conduct fictitious applicant interviews.

The Committee is of the opinion that although it does not appear that this is a matter of great concern, it would be well to have only fictitious names used. There is attached hereto a memorandum addressed to all interviewing officials concerning this matter.

Those present were Messrs. Tolson, Schilder, Clegg, Nathan and Glavin.

Respectfully,
For the Committee,

Clyde Tolson,
Chairman.

T. D. Quinn,
Secretary.

RECORDED

66-2554-886

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323, 013
DATE 7/2/90 BY SP5C/LMS

TDQ:RCL

July 30, 1937.

MEMORANDUM FOR THE DIRECTOR.

The Executive Conference, consisting of Messrs. Nathan, Clegg, Schilder, Tamm and Quinn, considered the suggestion submitted by Mr. Quinn with regard to permitting an agent who retires from the service to retain his badge and that appropriate arrangements be worked out with the Athletic Association or the Executive Conference to pay into the Government an amount covering the cost of the badge. It was further recommended that any agent who is killed in the line of duty have his badge given to the widow or beneficiary.

Mr. Clegg recommended that the Conference consider the suggestion that any agent who has been in the service over ten years who voluntarily resigns and who has a good record be permitted to retain his badge. Those in favor of this suggestion were Messrs. Tamm, Clegg and Schilder whereas Messrs. Nathan and Quinn voted against this suggestion.

The entire Conference, however, was in agreement with regard to permitting agents retiring to retain their badges or to giving the badge to the widow or beneficiary of those killed in the line of duty.

Respectfully,
For the Conference,

Clyde Tolson,
Chairman.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 313,013
DATE 7/21/90 BY SP3C11 DMS

T. D. Quinn,
Secretary.

66-2554-887

AUG 10 1937

ORIGINAL FILED IN 62-12846-232

MAILED
JUL 31 1937
FBI
RECEIVED
JUL 31 1937
FBI

EAT:CDW

August 10, 1937.

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered the question of the Bureau's sponsoring an essay contest through the Lyons Daily News, Lyons, Kansas, without, of course, the Bureau appearing publicly in the contest, in order that typewriter specimens might be obtained from as wide a section of the country as is possible.

The Conference was of the unanimous opinion that this procedure was worth trying, and recommends the plan outlined by the Kansas City Office. A letter is being prepared to Kansas City authorizing them to take the necessary steps to have this contest carried out without, of course, the Bureau appearing therein in any manner, and limiting the Bureau's financial liability to the \$100.00 in prizes to be offered.

Those in attendance were Messrs. Nathan, Tolson, Schilder, Glavin and Tamm.

Respectfully,
For the Conference,

CLYDE TOLSON,
Chairman.

RECORDED

T. D. QUINN,
Secretary.

66-2534-888

AUG 27 1937

August 9, 1937.

LCS:AMP.

MEMORANDUM FOR THE DIRECTOR.

The Executives' Conference on August 9, 1937, Messrs. Nathan, Tolson, Tamm, Glavin and Schilder being present, considered Mr. Schilder's attached memorandum of August 6th concerning bolting to the floors of technical fingerprint cabinets. These members of the Conference inspected the cabinet already bolted in the Technical Section and approved extending this process to all other cabinets, subject to the following:

- (a) That the iron or steel strips holding these cabinets to the floor be bolted "flush" or tight against the cabinets.
- (b) That no cabinets are to be bolted which are to be rearranged concurrent with the receipt of 139 additional cabinets. The Conference was assured by Mr. Schilder that no cabinets would be bolted to the floor now which would be disturbed after the receipt of the additional cabinets mentioned. Mr. Schilder also advised that after the new cabinets will have been received and bolted, it is estimated that there will be sufficient cabinets in the master files to take care of requirements for about five years based upon present growth.

RECORDED

Respectfully,
For the Conference:

Clyde Tolson,
Chairman.

T. D. Quinn,
Secretary.

66-2554-889

AUG 19 1937

U.S. DEPT. OF JUSTICE

RECEIVED

FILE

EAT:CDW

August 12, 1937.

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered the attached bulletin entitled "Requests from Private Insurance Companies for Information from Veterans Administration Files Relative to Veterans" and was unanimously in favor of the submission of these data to the field.

Those in attendance were Messrs. Nathan, Tolson, Clegg, Glavin, Schilder and Tamm.

Respectfully,
For the Conference,

RECORDED

CLYDE TOLSON,
Chairman.

T. D. QUINN,
Secretary.

66-2554-890

FEDERAL BUREAU OF INVESTIGATION

AUG 19 1937

U. S. DEPARTMENT OF JUSTICE

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ORIGINAL FILED IN 66-2554-890

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/2/96 BY SP5C/LMS

JOHN EDGAR HOOVER
DIRECTOR

FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE
WASHINGTON, D. C.

LCS:AMP

August 2, 1937.

MEMORANDUM FOR THE DIRECTOR.

The Executives' Conference on August 2, 1937, considered the attached memorandum submitted by Mr. Tolson with reference to the suggestion submitted by Special Agent J. R. Green to the effect that hereafter the Bureau index wanted notices appearing in the FBI Law Enforcement Bulletin by classification rather than by name. It is noted that the basis for the suggestion is that small police departments are unable to cut out and index wanted notices; thus losing much of the value of the Bulletin because of the name arrangement.

It is desired to point out that this suggestion has been considered before and rejected. As a matter of fact in March, 1936, a report was submitted indicative of a request for the views of various identification officers concerning the arrangement of the wanted notices published in the Bulletin. At that time only 18 officers had answered the Bureau's inquiries along these lines and 15 suggested that notices should be arranged according to the classification. It was thought at that time that because of the small number of responses, no action should be taken.

At today's conference, Messrs. Nathan, Tolson, Tamm and Schilder being present, the suggestion was made that this matter be referred to the individual members of the IAI during the Convention here in September and each would be asked to fill out a ballot making specific inquiry along these lines, the Bureau to be guided by the views of the members of the Association in this respect. If you approve, the necessary arrangements will be made to put this suggestion into effect. A letter has been prepared to Mr. Green, thanking him for his suggestion and advising that it will receive further consideration.

Respectfully,
For the Conference;

Clyde Tolson, Chairman.

T. D. Quinn, Secretary.

RECORDED

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/2/36 BY SP5C/LMS

66-2554-891

FEDERAL BUREAU OF INVESTIGATION
AUG 18 1937
U. S. DEPARTMENT OF JUSTICE
MAILED
RECEIVED
CLERK
FOUR FILE

ORIGINAL FILED IN 62-42449-11

COPY

JOHN EDGAR HOOVER
DIRECTOR

FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE
WASHINGTON, D. C.

CT:MAM

Date July 22, 1937

MEMORANDUM FOR THE DIRECTOR

I talked with Special Agent J. R. Green on July 20th. He mentioned the desire of Identification Officer T. R. Pettit of the Des Moines, Iowa, Police Department, to secure a position in the Crime Laboratory of the Bureau. I know Mr. Pettit, and while I think he is a good identification officer, I doubt very much that he would fit in our organization. I suggested to Agent Green that possibly Mr. Pettit should endeavor, through his Chief of Police, to secure attendance at the FBI Police Academy, which would give him an opportunity to get better acquainted with us and also afford us a chance to know more about him and his qualifications.

Agent Green also suggested that the Bureau index wanted notices in the FBI Law Enforcement Bulletin by classification. He stated he made this suggestion some time ago because small police departments are unable to cut out and index these wanted notices and consequently much of the value of the bulletin is lost to them. I think this memorandum should be referred to Mr. Schilder so that this suggestion may receive consideration.

Clyde Tolson.

RECORDED

66-2554-891

ENCLOSURE

ms ✓
2 of 4

SEARCHED
SERIALIZED
INDEXED
FILED
JUL 23 1937
FBI - WASH.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/2/96 BY SP5CJ/MS

ORIGINAL FILED IN 62-42447-11

JOHN EDGAR HOOVER
DIRECTOR

FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE
WASHINGTON, D. C.
October 1, 1937.

ANNOUNCEMENT

Since the start of the FBI Law Enforcement Bulletin in September, 1932, the Federal Bureau of Investigation has arranged fugitive entries in that publication in alphabetical order. A suggestion has been made to the Bureau that it would be more desirable to insert these monthly fugitive entries arranged in technical fingerprint sequence.

A copy of the most recent issue of the Bulletin is attached hereto for your information.

The Federal Bureau of Investigation desires, and will appreciate, an expression of your opinion in this matter. Will you kindly designate by cross mark below, after the word "yes", if in your opinion the existing method of sequencing these fugitive entries is more desirable. If, on the other hand, you believe that the recipients of the FBI Law Enforcement Bulletin would attain more benefit from these fugitive entries if they are arranged in accordance with their technical fingerprint sequence, will you kindly designate below by cross mark, after the word "no", your belief in this regard.

Yes

No

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 333013
DATE 7/2/96 BY SP5C10ms

Your signature, organization and address should be entered below.

(Name)

(Organization)

(Address)

If will be appreciated if this ballot can be handed in before you leave the Department of Justice building.

66 - 2554 - 891

C
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WEG:MTS

August 3, 1937.

MEMORANDUM FOR THE DIRECTOR

Mr. Quinn submitted the suggestion that the Conference consider the possibility of amending the personnel status sheets submitted by employees of this Bureau to reflect under Section F as to whether the employee has any relatives, either by blood or marriage, in the Government service. The Conference is of the opinion that Section F of the personnel status report should be amended to read as follows:

"List of names of any relatives now in the Government service, with the degree of relationship, and where employed. (List all relatives, including those by marriage.)"

If you approve, Section 35 of the Manual of Rules and Regulations will be revised at the time the Manual revisions are made.

The following members were present: Messrs. Schilder, Tamm, Nathan, Tolson, and Glavin.

Respectfully,
For the Conference,

Clyde Tolson,
Chairman.

T. D. Quinn,
Secretary.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/2/90 BY SP5CUBMS

2 ENCL E 1

RECORDED

66-2554-891X

FEDERAL BUREAU OF INVESTIGATION	
OCT 28 1937 A. M.	
U. S. DEPARTMENT OF JUSTICE	
TOLSON	FILE
CHIEF CLERK	PERSONNEL

C
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P
Y

TDG:RCL

July 12, 1937.

MEMORANDUM FOR MR. TOLSON.

Mr. Bailey, connected with the Civil Service Commission, telephoned on the tenth and wanted to know if we had in the service a John Francis Kershaw and desired to be furnished with the dates of his employment together with information as to relatives he may have reported as being employed in the Federal Government.

I advised Mr. Bailey that Mr. Kershaw entered on duty as a Clerk on July 1, 1936, qualified as a Special Agent and was appointed as such on March 22, 1937, is presently employed and assigned to the Richmond Office; that when he first filed his application in October, 1935 he listed the following relatives as being in the Government service:

Aunt - Mrs. B. F. Redmond - Treasury
1st Cousin Miss Catherine Redmond "
1st Cousin Mr. Francis Redmond Dept. of Commerce
1st Cousin Mr. Wilfred Redmond Post Office Dept.

and that in the information furnished the Bureau by him on May 25, 1937 he listed the following:

Sister - Mrs. B. F. Christmas - Treasury
Aunt - Mrs. B. F. Redmond - Treasury.

Mr. Bailey stated that he apparently failed to list Mrs. Francis Redmond (cousin by marriage) the wife of Francis S. Redmond, who last year was discharged from the Department of Commerce for loaning money and charging an exorbitant rate of interest; that Mr. Redmond has now made application for reinstatement and that they are merely checking to find out the relatives he had in the federal service.

RECORDED

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/2/90 BY SP5 CJD/MS

66-2554-891X

FEDERAL BUREAU OF INVESTIGATION	
OCT 28 1937 A. M.	
U. S. DEPARTMENT OF JUSTICE	
TOLSON	FILE

ORIGINAL FILED IN 66-4790-27

Technically Agent Kershaw should, of course, have listed Mrs. Francis Redmond, and I believe it would be well to consider possibly amending the personnel status sheets under Section F to have the employees list the names of any relatives now in the Government service either by blood or marriage, with the degree of relationship and the Department where employed, inasmuch as the Civil Service Commission will apparently check up from time to time and I believe our files should be complete in every respect. The case of Mr. Francis Redmond was investigated by the Bureau and is listed as Bureau file 62-38619.

Respectfully,

/s/ T. D. Q.

T. D. Quinn.

HHC:BG

August 7, 1937.

MEMORANDUM FOR THE DIRECTOR

713
The Executive Conference considered the inquiry of Special Agent in Charge Fletcher of Omaha as to whether bulky exhibits, including work papers of Agents, drafts and transcripts in legal proceedings, bulky extortion material and also work papers in judicial examinations might properly be filed in closed cabinets in a separate bulky exhibit drawer. The Conference knows of no objection to this procedure which is, in fact, being followed in a number of offices.

A letter is being addressed to Mr. Fletcher accordingly, if approved.

Those present were Messrs. Tolson, Nathan, Tamm, Glavin and Clegg.

Respectfully,

FOR THE CONFERENCE,

Ulyde Tolson,
Chairman.

T. D. Quinn,
Secretary.

RECORDED

cc-Mr. Quinn

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/2/90 BY SP5C110MS

66-2554-892

FEDERAL BUREAU OF INVESTIGATION	
AUG 20 1937 P.M.	
U.S. DEPARTMENT OF JUSTICE	
SEARCHED	INDEXED
SERIALIZED	FILED

ORIGINAL FILED IN 66-2554-2490

EAT:DM

August 11, 1937.

MEMORANDUM FOR THE DIRECTOR

B
The Executive Conference, Messrs. Nathan, Tolson, Schilder and Tamm being in attendance, considered the attached bulletin entitled "Care to be exercised in preserving original evidence", and was unanimously in favor of the submission of this bulletin to the field.

Respectfully,
For the Conference,

Clyde Tolson,
Chairman.

T. D. Quinn,
Secretary.

RECORDED

66-2554-892X

7
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 333,613
DATE 7/2/90 BY SP5C11DMS

✓ TOLSON
✓ EAT
✓ Tamm
✓ Quinn

ORIGINAL FILED IN
- 144 616 X

LCS:AMP.

August 16, 1937.

MEMORANDUM FOR THE DIRECTOR.

The Executives' Conference on August 13, 1937, Messrs. Tolson, Nathan, Tamm and Schilder being present, considered the policy now prevailing in connection with offering fingerprint experts to the private law enforcement organizations to testify.

At present in the acknowledgment of latent fingerprints identified received from local law enforcement officers, the following paragraph is used, a pertinent phrase being underlined:

"Photographic enlargements illustrating the above reported identification (or identifications) have not been prepared. Therefore, should you desire such enlargements, or require the assistance of one of the Bureau's fingerprint experts in the trial of this case, the Bureau should be notified in ample time to enable their preparation. It should be noted that the proper preparation of enlargements will necessitate that the original photographic negative of the latent print (or lifts of latent prints) be submitted to the Bureau with your request".

It was the belief of the Conference that the Bureau should not be particularly eager to have its experts testify in all cases; that there should be an element of discrimination or selectivity; that, of course, the Bureau would give help in any case where the evidence of its expert would be vital but that the Bureau probably should be on the alert to see that its experts would not have to go into court merely to corroborate evidence of a recognized local expert.

RECORDED & INDEXED

If you approve this view, appropriate instructions will be given to the effect that current cases be scrutinized carefully along these lines and that experts be assigned individually where the circumstances warrant. The gist of the suggestion is that the Bureau not routinely offer its experts in all cases.

Respectfully,
For the Conference:

Clyde Tolson, Chairman.

T. D. Quinn, Secretary.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 333,013
DATE 7/21/90 BY SP5C110MS

ORIGINAL FILED IN 66-3288-72

66-2554-893

NOT USED

66-2554-5

CHANGED TO

1-3074-70157

MM

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/2/90 OYSPSc:10ms

August 11, 1937.

The Executive Conference, Messrs. Tolson, Schilder, Tamm and Nathan being present, considered the offer of an unknown grantor, through Attorney, William H. Greene, of 41 Park Row, New York City, to present to the Bureau, the firearms collection referred to in the attached list. These, it will be noted, have been checked in New York and have been found to be in good condition.

Respectfully,
For the Conference,

T. D. Quinn,
Secretary.

RECORDED

66-2554-896
FEDERAL BUREAU OF INVESTIGATION
AUG 26 1937
TOLSON
LABOR
TAMM
RES. FILE

ORIGINAL FILED IN

WRG:ec

August 9, 1937

Mrs. Dorothy Davidson
Leave Clerk, Chief Clerk's Office.

MEMORANDUM FOR THE DIRECTOR

The Committee considered the suggestion submitted by Mrs. Dorothy Davidson of the Chief Clerk's Office, relative to the maintenance of the airplane record in that office.

You will recall that several years ago in view of the fact that a great many airplanes were being used by the Bureau Agents, it was deemed necessary to secure a list of persons having airplanes for hire.

The Bureau here at the seat of Government has endeavored to keep this record up to date and in order to have it check with the field, the Committee was advised by Mr. Glavin that on June 18, 1937, a form letter was directed to the field concerning this record. The Committee was further advised that in response to the Bureau's inquiry, it has been determined that the record is not being properly maintained in the various field districts.

The suggestion submitted by Mrs. Davidson was briefly that inasmuch as the record had not been kept up to date by the various field districts and in view of the fact that it is not being used, that the composite record of all field districts, which is presently maintained by the Bureau, be discontinued; that each field office be instructed to keep a complete record for that office, and that the Bureau maintain a record for airplane service out of the seat of Government.

The Committee was unanimously opposed to the discontinuance of the record in question and recommends that the field be called to task for its delinquency in this regard and that a composite record be retained in the Chief Clerk's Office. If approved by you, a communication will be forwarded to the field concerning this matter. The Committee further recommends that the Inspectors be advised concerning this record and that it be carefully checked by them during their inspections of field offices.

RECORDED

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 303,013
DATE 7/21/96 BY SP5C-10ms

66-2554-897

66-2554-897
AUG 26 1937
DIRECTOR
TOLSON
CHIEF CLERK
CLERK
FILE
TAMM

ORIGINAL FILED IN 66-2554-897

Memo. Director

-2-

8-9-37

Those present were Messrs. Tolson, Schilder, Clegg, Nathan and Glavin.

Respectfully,
For the Committee,

Clyde Tolson,
Chairman.

T. D. Quinn,
Secretary.

JOHN EDGAR HOOVER
DIRECTOR

EAT:CDW

Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.

August 16, 1937.

MEMORANDUM FOR THE DIRECTOR

smi.
The Executive Conference considered an inquiry as to whether it was not proper for Bureau Supervisors to leave their desks locked at night. It is to be recalled that several years ago a regulation was promulgated requiring that all desks be left unlocked in order to permit inspection at night. Mr. Tamm pointed out to the Conference that the char people undoubtedly look through the desks during the night since one of the Supervisors recently found a small pocket book in his desk which had been dropped by one of the char women.

The Conference recommends that Supervisors and other people at the Seat of Government be authorized to lock their desks upon their departure at night.

Those in attendance were Messrs. Nathan, Tolson, Schilder, Glavin and Tamm.

Respectfully,
For the Conference,

✓
CLYDE TOLSON,
Chairman.

T. D. QUINN,
Secretary.

RECORDED
&
INDEXED.

66-2554-898
FEDERAL BUREAU OF INVESTIGATION
SEP 20 1937 P.M.
U.S. DEPT. OF JUSTICE
TOLSON
FOUR
CLERK
TAMM
X

7
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 333,613
DATE 7/21/90 BY SP5/clm/s

FEDERAL BUREAU OF INVESTIGATION

1937.

<p>___ The Director</p> <p>___ Mr. Nathan</p> <p>___ Mr. Tolson</p> <p>___ Mr. Quinn</p> <p>___ Mr. Clegg</p> <p>___ Mr. Foxworth</p>	<p>___ Files Section</p> <p>___ Personnel Files</p> <p>___ Chief Clerk's Office</p> <p>___ Identification Division</p> <p>___ Technical Laboratory</p> <p>___ Mechanical Section</p>
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SUPERVISORS

<p>___ Mr. Brandt</p> <p>___ Mr. Chambers</p> <p>___ Mr. Glavin</p> <p>___ Mr. Collier</p> <p>___ Mr. Cornelius</p> <p>___ Mr. Drayton</p>	<p>___ Mr. Lawler</p> <p>___ Mr. Leckie</p> <p>___ Mr. McDade</p> <p>___ Mr. McIntire</p> <p>___ Mr. Mertz</p> <p>___ Mr. Pennington</p>
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* * *

<p>___ Miss Gandy</p> <p>___ Mr. Ward</p> <p>___ Mr. Parsons</p> <p>___ Mrs. Morton</p> <p>___ Miss Coe</p> <p>___ Miss Conlon</p> <p>___ Typists - 5724</p>	<p>___ See Me</p> <p>___ Send File</p> <p>___ Call me regarding this</p> <p>___ Correct</p> <p>___ Note and Return</p> <p>___ Search, serialize and route</p> <p>___ Stenographers - 5730</p>
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ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/2/90 BY SP5C/10ms

E. A. TAMM - 5738.

JHM:JEC

August 16, 1937.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/2/90 BY SP5C/10ms

MEMORANDUM FOR MR. NICHOLS

In accordance with the memorandum of the Executive Conference of July 25, 1937, signed by Mr. Tolson, as Chairman, and Mr. Quinn, as Secretary, it is suggested that the following changes be made in the booklet entitled "The Selection and Training of Personnel."

Page 1, Paragraph 2, Line 3

Delete the word "adequately" before the word "meet" and insert the word "adequately" after the word "meet."

Page 2

Insert new photograph of police academy as attached in place of views entitled "Entrance to Training Schools."

Page 7, Paragraph 4, Line 1

The title words at the beginning of this paragraph should read "Open Forum, Panel Forum and Conference Methods" instead of "Open Forum."

Page 7, Paragraph 4, Line 3

Delete the word "open" before the word "forum" and insert the words "or conference" after the word "forum."

Page 7, Paragraph 4, Line 7

Insert "supervised" after the words "method of."

Page 7, Paragraph 3

Insert the following at the end of the paragraph: "A metallic blackboard on which magnetized, miniature houses, trees, cars and similar material can be placed is used in depicting problems in third dimension, and a smaller blackboard of the same type is used to reproduce the physical setup relative to a traffic accident."

Page 20, Paragraph 2, Line 2

The number "23" should be substituted for "25."

Page 21, Paragraph 4

Delete this paragraph and substitute the following: "With regard to the physical requirements, before an applicant is appointed to the service, it is necessary that he have either a United States Public Health physician, or his family physician certify that, from a preliminary examination, he appears capable of performing the vigorous physical activities frequently required of Special Agents. Uncorrected eyesight may be no more than 20/30 in each eye and must be corrected to 20/20 in each eye. The applicant must not be color blind. In addition, each of those who are appointed is required to undergo a more thorough and rigorous physical examination after he has reached Washington, where blood tests, X-ray photographs, and other examining methods are employed by Government specialists in order to determine whether the applicant is fully qualified to perform the strenuous physical activity his position as a Special Agent might require and to ascertain that his vision is not defective and that he is otherwise possessed of normal faculties."

Page 23, Paragraph 1, Line 3

Delete "94.35%" and substitute therefor "approximately 95%."

RECORDED & INDEXED

FEDERAL BUREAU OF INVESTIGATION

SEP 25 1937

TOLSON

COLEMAN

66-3701-350X
ORIGINAL FILED IN

August 16, 1937.

Page 25

Under "Training School Faculty" delete the two lines concerning Aaron M. Kohm who has been transferred to the field.

Page 26, Paragraph 3

Following paragraph concerning Dr. Arthur L. Beeley insert paragraph as follows:

"Mr. James V. Bennett, Director, Bureau of Prisons, United States Department of Justice. Subject: "Penology."

Page 27, Paragraph 3

This paragraph about Professor Felix Frankfurter should be deleted.

Page 27, Paragraph 7, Line 1

Major Julian S. Hatcher should be changed to Lieutenant Colonel.

Page 27

Before paragraph concerning Mr. L. V. Jenkins insert paragraph as follows:

"Judge Alexander Holtzoff, Special Assistant to the Attorney General of the United States. Subjects: "The Law of Arrests;" "Searches and Seizures;" "Courtroom Behavior;" "Rights of Law Enforcement Officers in Dealing with Prisoners."

Page 28, Paragraph 1

Immediately following this paragraph there should be included the following paragraph:

"Mr. Edward J. Kelly, Superintendent, Rhode Island State Police. Subject: "Organization and Administration of State Police!"

Page 28, Paragraph 2

Immediately after paragraph concerning Mr. Paul G. Kirk insert the following paragraph:

MW
"Joseph Kluchesky, Chief of Police, Milwaukee, Wisconsin. Subjects: "Police Organization and Administration;" "Crime Prevention!"

August 16, 1937.

Page 28, Paragraph 3

The paragraph about Lieutenant Frank M. Krenl should be deleted.

Page 28, Paragraph 5

The paragraph about Mr. V. A. Leonard should be deleted.

Page 28, Paragraph 6

"Toxicology and Medical Examinations" should be changed to "Forensic Medicine."

Page 29, Paragraph 1

The paragraph about Mr. John Jay McKelvey should be deleted.

Page 29, Paragraph 3

The paragraph about Mr. Edward A. Mitte should be deleted.

Page 29, Paragraph 5

Immediately after paragraph concerning Dr. J. J. B. Morgan the following paragraph should be inserted:

"Mr. Edward P. Mulrooney, Commissioner, Department of Correction, New York. Subject: 'Organization and Administration of a Police Department'."

Page 29, Paragraph 7

The paragraph about Mr. James T. Sheehan should be deleted.

Page 29, Paragraph 10

The paragraph about Mr. Clyde Smith should be deleted.

Page 29, Paragraph 11

Immediately after paragraph concerning Dr. Herbert J. Stack the following paragraph should be inserted:

"Judge Harold H. Stephens, Associate Justice, United States Court of Appeals. Subjects: 'Relationship between Law Enforcement Officials and the Court;' 'Courtroom Behavior'."

Page 29, Paragraph 12

The paragraph concerning Dr. Horace M. Taylor should be deleted.

Memo for Mr. Nichols

- 4 -

August 16, 1937.

Page 30, Paragraph 1

The paragraph about Professor August Vollmer should be deleted.

Page 30, Paragraph 4

The paragraph concerning Dr. Jesse Feiring Williams should be deleted.

Page 31

Before "General Appearance Identification Methods" insert "Forensic Medicine."

Page 34

Before "Safety Education in Police Departments" insert "Rights of Law Enforcement Officers in Dealing with Prisoners."

Authority is requested to have 20,000 copies of this booklet with the foregoing corrections printed by Mr. Renneberger at this time.

Respectfully,

J. H. Mathis.

FEDERAL BUREAU OF INVESTIGATION

C

HHC:EOS

UNITED STATES DEPARTMENT OF JUSTICE

O

WASHINGTON, D. C.

P

August 17, 1937

Y

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 333013
DATE 7/21/90 BY SP5/LLDms

MEMORANDUM FOR THE DIRECTOR

There is attached a memorandum addressed to Commissioner Paul Kirk, of the Massachusetts State Police, by his communications officer, Mr. Joyce, indicating some difficulty in getting business houses to transmit messages received over the business house teletype system to the local police department and suggesting that approach be made to the Bureau to see if, through the Bureau's field offices, the Massachusetts State Police might obtain a relay of messages to police departments and also to follow up the message with the police department in order to see that action is obtained.

The Conference considered it beyond the scope of the Bureau's duties to follow up the message with the local police departments, but it did feel that in those cities where the Bureau maintains field offices which had teletypewriters installed therein, any messages received from the Massachusetts State Police to the police departments in those headquarters cities or to other law enforcement organizations in those same cities might be accepted if sent prepaid and delivered to the local police organization, and any prepaid or collect reply might in turn be transmitted over the Bureau's teletype system. It was felt that this would necessitate notifying all the Bureau's field offices that these messages would be acceptable and that they were to be delivered. The Conference thought that after 90 days a check-up might be made to ascertain the increased volume of work in order to decide whether the Bureau should continue this practice or whether it might extend similar privileges to other law enforcement organizations.

Col. Kirk
left at 3PM
ST-

Colonel Paul Kirk is lecturing at the Bureau today, and, if a reply could be given him today, he would appreciate it. It was recommended that he be informed of the above recommendation, and, if this is approved, letters will be transmitted to the field offices, informing them that they may function in this manner in delivering messages of this type.

Those present at this conference were Messrs. Tolson, Nathan, Quinn, Schilder, and Clegg.

RECORDED

Respectfully,

FOR THE CONFERENCE,

/s/ T
Clyde Tolson,
Chairman,

/s/ T D. Quinn,
Secretary.

66-2554-899

AUG 27 1937

IDENT OF JUSTICE

TOLSON CLEGG LADD JEFFERS

FILE

OK
JEH

ORIGINAL FILED IN 62-34250-1523

RHC:KCS

August 20, 1937.

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered the inquiry of Mr. Conroy as to whether copies of disposition sheets should be placed in field office investigative files. Since it is required that the notation "Disposition sheets have been forwarded" appears in the report and since previous instructions issued by the Bureau have been to the effect that copies of disposition sheets need not be retained in the field office files, the Conference was unanimously of the opinion that no requirement for retaining disposition sheets should be made.

Mr. Conroy is being advised accordingly, if this is approved, and a copy of the letter is being transmitted for the benefit of the Miami Office.

Those present at this conference were Messrs. Tolson, Quinn, Nathan, Tamm, Schilder, and Clegg.

Respectfully,

FOR THE CONFERENCE,

Clyde Tolson,
Chairman,

T. D. Quinn,
Secretary.

cc Mr. Quinn

RECORDED
&
INDEXED

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/21/96 BY SP5CJH/MS

66-2554-900

FEDERAL BUREAU OF INVESTIGATION	
U. S. DEPARTMENT OF JUSTICE	
DIVISION OF IDENTIFICATION	
TOLSON	CLERGE
IDENT UNIT	
FILE	

62-24798-273

EAT:RP

August 24, 1937

MEMORANDUM FOR THE DIRECTOR

RE: Suggestion submitted by Special Agent Charles
G. Campbell, Seattle, Washington.

The Executive Conference considered a suggestion submitted by Special Agent C. G. Campbell that the Bureau attempt in kidnaping cases to have the crime reenacted at the crime scene by the witnesses to the offense and by the substitution of Agents to take the part of the kidnapers or other perpetrators of the crime in order that this reenactment of the crime may be photographed for possible future value in connection with the identification and prosecution of the perpetrators of the offense.

The Conference is of the opinion that in individual cases this suggestion may possess some merit and believes that it should be considered as investigative technique to be utilized in those cases where the age of the witnesses, the nature of the offense and all other similar data are such as to make the obtaining of some practical benefit from the reenactment and photographing of the crime a possibility. The Conference is attaching hereto a letter to Mr. Campbell thanking him for the submission of this suggestion and telling him that it is being recorded in the Bureau for possible future use in individual cases.

Those in attendance at the Executive Conference when this suggestion was considered were Messrs. Nathan, Tolson, Olegg, Glavin, Schilder and Tamm.

Respectfully,
For the Conference.

Clyde Tolson,
Chairman.

T. D. Quinn,
Secretary.

RECORDED

&

INDEXED

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 393.013
DATE 7/2/90 BY SP5C/110ms

ORIGINAL FILED IN 66-1934-5708

66-2854-901

SEARCHED
SERIALIZED
INDEXED
FILED
AUG 25 1937
FBI - SEATTLE

EAT:RP

August 20, 1937

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered the submission of the attached letter to all field offices east of the Mississippi River, advising them of the availability of a portable radio transmitter, and was unanimously in favor of the submission of this letter to the field.

Respectfully,
For the Conference.

Clyde Tolson;
Chairman.

T. D. Quinn,
Secretary.

RECORDED

66-2554-902

✓ AUG 20 1937

TOLEON

W. C. CLEGG

W. C. CLEGG

W. C. CLEGG

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,513
DATE 7/2/90 BY SP5C/oms

ORIGINAL FILED IN 62-34280-1527

NOT USED

66-2554-962

CHANGED TO

1-3094-X88

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/2/90 BY SP5C11 Dms

C O P Y

EAT:RP

FEDERAL BUREAU OF INVESTIGATION

WASHINGTON, D. C.

August 20, 1937

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered the attached bulletin entitled Interoffice Identification Bulletins and was unanimously in favor of the submission of this bulletin to the field.

Respectfully,
For the Conference.

Clyde Tolson,
Chairman.

T.D. Quinn,
Secretary.

W

RECORDED

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323013
DATE 7/2/90 BY SP5C110MS

66-2554-904	
AUG 30 1937	
U. S. DEPARTMENT OF JUSTICE	
TOLSON	FILE

66-2554-327
ORIGINAL FILED IN

EATAP

August 26, 1937

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered the attached bulletin entitled, "Interstate Transportation of Counterfeit Bonds being an Offense under Securities Act of 1933" and was unanimously in favor of the submission of this bulletin to the field.

Those in attendance at this session of the Executive Conference were Messrs. Tolson, Nathan, Quinn, Clegg, Schilder and Tamm.

Respectfully,
For the Conference.

Clyde Tolson,
Chairman.

T. D. Quinn,
Secretary.

RECORDED

66-2554-904X

SEARCHED	INDEXED
SERIALIZED	FILED
AUG 27 1937	
FBI - NEW YORK	

[Handwritten signatures and initials over the stamp]

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 333,013
DATE 7/2/90 BY SP5C110ms

ORIGINAL FILED IN 47-0-403

RHC:BG

August 7, 1937.

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered the letter dated July 26, 1937, from the San Antonio office concerning the possibility of a representative of the Houston, Texas, Police Department attending an early session of the FBI National Police Academy.

You will recall that a representative of that department accepted the invitation of Commissioner Valentine to attend the Police School in New York City. Special Agent in Charge Jones has previously recommended against inviting or soliciting an application from the Houston Police Department due to general attitude, inefficiency and corruption in that organization. Agent in Charge Jones now believes that, under the present administration, conditions have improved one hundred percent and the responsible executives are really trying to do a good job. He informs the Bureau that Lieutenant Morrison, who attended the New York City Police School, has frankly stated that he did not obtain sufficient training there to properly conduct a training school in the Houston Police Department. Lieutenant Morrison also stated that Lieutenant Nolan, in charge of the New York Police Training School, informed him that he should have attended the FBI National Police Academy instead of coming to the New York City Police School.

Lieutenant Morrison has requested Mr. Jones or a representative of the San Antonio office to lecture on "Cooperation Between the Police and the Bureau," "Federal Laws Over Which the Bureau Has Jurisdiction," "Value of Scientific Crime Detection," and "FBI Identification Division, Crime Statistics and Related Subjects," before the Houston Police School, one lecture relating to one or more of the above subjects being delivered at least once each month.

RECORDED

66-2554-905

The Executive Conference recommends that SAC Jones be authorized to appear on the schedule of this Police School and that, upon the recommendation of Special Agent in Charge Jones, the Bureau accept an application for a representative of the Houston Police Department to attend a session of the Police Academy. A letter is being addressed to SAC Jones accordingly, if approved.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/3/80 BY SP5C10ms

ORIGINAL FILED IN 1-9-1-966

CLMAG
RES. DIV.

10

Memo. for Director.

-2-

8-7-37.

Those present were Messrs. Tolson, Nathan, Tamm, Glavin
and Clegg.

Respectfully,

FOR THE CONFERENCE,

Clyde Tolson,
Chairman.

T. D. Quinn,
Secretary.

cc-Mr. Quinn

August 17, 1937.

LCS:AMP.

MEMORANDUM FOR THE DIRECTOR.

On August 17, 1937, the Executives' Conference, Messrs. Nathan, Tolson, Quinn, Clegg, Tracy and Schilder being present, was advised by Mr. Schilder that Miss Kinsella in the office of the Director, Bureau of Prisons, had called at his office yesterday to discuss in general identification problems and particularly the status of the cooperation being extended in identification matters by the various Federal penal institutions. It is noted that Miss Kinsella talked with him about this matter previously as indicated in Mr. Schilder's memorandum of June 9, 1932, file #62-26284.

The points covered in the talk were as follows:

1. That many police officers were in the habit of requesting the different Federal institutions for copies of records, photographs and prints routinely. It was the view of the Conference that requests for such elementary information probably should be referred by the Wardens to the FBI. It is understood, of course, that any requests for address lists or similar data would have to be handled by the institutions.
2. Miss Kinsella stated that many Bureau Agents make requests similar to the above. It was thought desirable that a bulletin be issued to the field requesting that such action be stopped and that all such requests be directed to the Bureau for the attention of the Identification Division. This action by the Bureau's own Agents and by other law enforcement officials would cause various peace organizations to place more reliance in the Bureau's identification files.
3. Miss Kinsella also referred to the maintenance of identification bureaus in the various Federal penitentiaries. She seemed to question their usefulness. The Conference agreed that they could not serve a very useful purpose excepting in rare instances and that probably it would be appropriate for the Bureau to so indicate to the Bureau of Prisons. Identification bureaus in penitentiaries usually are handled by record clerks as an adjunct to the records and, no doubt, these Bureaus served a useful purpose years ago before the FBI Identification Division became established.

RECORDED

66-2554-906

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 33,013
DATE 7/3/90 BY SP5/LMS

SEP 1 1937

NATHAN
TOLSON
JEF
RES
IDENT

ORIGINAL FILED IN

62-2554-906

Director.

#2.

8/17/37.

If you agree to the general views as indicated above,
a memorandum will be addressed to Mr. Bennett accordingly and the
field will be advised to this effect.

Respectfully,
For the Conference:

Clyde Tolson,
Chairman.

T. D. Quinn,
Secretary.

FEDERAL BUREAU OF INVESTIGATION

Room 5744 9-27 1937.

To: <input checked="" type="checkbox"/>	Director	
<input type="checkbox"/>	Mr. Nathan	
<input type="checkbox"/>	Mr. Clegg	
<input type="checkbox"/>	Mr. Tamm	
<input type="checkbox"/>	Mr. Glavin	
<input type="checkbox"/>	Chief Clerk	
<input type="checkbox"/>	Miss Gandy	
<input type="checkbox"/>	Mr. Tracy	
<input type="checkbox"/>	Mr. Schilder	
<input type="checkbox"/>	Mr. Harbo	
<input type="checkbox"/>	Mr. Foxworth	
<input type="checkbox"/>	Mr. Renneberger	
<input type="checkbox"/>	Mr. Nichols	
<input type="checkbox"/>	Personnel Files Section	
<input type="checkbox"/>	Files Section	
<input type="checkbox"/>	Miss Sheaffer	
<input type="checkbox"/>		

See Me	For Appropriate Action
Send File	Note and Return

NHO:EGS

August 20, 1937.

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered the suggestion of Special Agent in Charge Guinane that the Chief Clerk's Manual requirement that when additional serials are received for a file which is charged out, the serials should be placed in the file folder until the return of the file, when they are filed. Mr. Guinane felt that, upon receipt of serials which are charged out, the serials should be routed to the Agent who is in possession of the file at the time.

The Conference believed that, in many instances, the reason for pulling the file is rarely to follow up the case and the newly arrived serial would be of no material benefit to the employee. It was also believed that no file should be out of its proper place in the file for an extended period, and, consequently, the file would be approximately up to date at all times. To change this requirement would mean that the Chief Clerk would be spending a considerable amount of her time going about the office distributing serials and attempting to locate files to match these serials. The suggestion was, therefore, not approved.

If this is approved, Mr. Guinane will be advised accordingly.

Those present at this conference were Messrs. Tolson, Nathan, Quinn, Tamm, Schilder, and Clegg.

Respectfully,

FOR THE CONFERENCE,

Clyde Tolson,
Chairman,

RECORDED

T. D. Quinn,
Secretary.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/3/90 BY SP5C11 DMS

CC Mr. Quinn

66-2554-907

SEP 2 1937

DIRECTOR

CLERK

RECORDS

INDEX

41-2684-99

HHC:ECS

August 20, 1937.

MEMORANDUM FOR THE DIRECTOR

The Executive Conference gave further consideration to the matter of the fingerprint course being offered by correspondence under the auspices of the Works Progress Administration of Oklahoma in connection with the University of Oklahoma.

It was believed advisable that a letter be addressed to the University of Oklahoma, which, it was indicated, had the authority to approve the course before it was finally sent out, suggesting that fingerprint identification work might well not be taught to those who are not engaged in law enforcement. If this is approved, there is attached a letter which will be sent to the President of the University of Oklahoma.

Those present were Messrs. Tolson, Nathan, Quinn, Tamm, Schilder, and Clegg.

Respectfully,

FOR THE CONFERENCE,

Clyde Tolson,
Chairman,

T. D. Quinn,
Secretary.

CC Mr. Quinn

RECORDED
&
INDEXED

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 303,613
DATE 7/3/90 BY SP5/clm/s

66-2554-908

U. S. DEPARTMENT OF JUSTICE	
SEP 3 1937 P. M.	
TOLSON	FILE
CLEGG	
QUINN	

ORIGINAL FILED IN 62-42084-37

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HN:CSH

August 24, 1937

MEMORANDUM FOR THE DIRECTOR

RE: MATTNAP

With regard to the attached Executives Conference memorandum of August 20th, reflecting the action recommended in connection with the matter of a continued check of previously filed and currently received prints, I beg to state that there is a slight inaccuracy therein. Mr. Schilder and Mr. Nathan favored the continuance of the check of current incoming prints, but were not in favor of a continued check of the prints in the file. This in no way serves to change the situation. It is thoroughly understood that the action of the committee has been approved by you. This is simply for the purpose of clarifying the record.

Very truly yours,

H. Nathan.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/3/90 BY SP5C/LMS

2 ENCL H

RECORDED

66-2554-909

SLP 8/1/37

U.S. DEPARTMENT OF JUSTICE

NATHAN
TOLSON
TAMM
ONE
FILE

ORIGINAL FILED IN 7-1824-11162

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EAT:RP

August 20, 1937

MEMORANDUM FOR THE DIRECTOR

RE: MATTNAP

Mr. Nathan brought up at the Executive Conference the question of whether the Identification Division should continue its search of incoming and filed fingerprint cards in connection with the five latent fingerprints developed in the Mattson case. Mr. Nathan pointed out that this check has been going on for some time in connection with both the Rockefeller and Mattson cases and that four men have been engaged on checking incoming prints while four men are engaged in a search of all previously filed master prints. It is to be noted that the solution of the Rockefeller case eliminates ten latents and that five rather poor latents developed in the Mattson case remain.

The Executive Conference is of the opinion that the eight men heretofore utilized in this search should be continued in the search of the Mattson latents against both incoming and filed prints in the same manner as heretofore. Mr. Nathan and Mr. Schilder did not believe, however, that this search should be continued, although the remaining members of the Conference are of the opinion that, admitting a high degree of improbability of success from this search, nevertheless the search should be continued as a possible ultimate solution of the case.

Those in attendance at this session of the Executive Conference were Messrs. Nathan, Tolson, Clegg, Glavin, Schilder and Tamm.

Respectfully,
For the Conference.

Clyde Tolson,
Chairman.

T. D. Quinn,
Secretary.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 303,013
DATE 7/3/90 BY SP5CUDms

RECORDED
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INDEXED

66-2554-909

FEDERAL BUREAU OF INVESTIGATION	
SEP 15 1937 3 P. M.	
U. S. DEPARTMENT OF JUSTICE	
TOLSON	FILE
IDENT DIV	
TAMM	
ONE	

ORIGINAL FILED IN

7-15-200-11167

HEC:VO

August 24, 1937.

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered the inquiry of the Special Agent in Charge of the Huntington Field Division as to whether the Bureau's authority should be obtained for installing Vactophone and Detectiphone equipment which is used in official investigations but when they are not used in connection with telephone tapping equipment.

The Conference was of the opinion that the use of the Vactophone and Detectophone equipment is a problem which must be decided by the Special Agent in Charge and which is his responsibility.

If this is approved, a letter is being addressed to the Special Agent in Charge at Huntington accordingly.

Those present at the Conference were Messrs. Tolson, Nathan, Quinn, Tamm, Schilder, and Clegg.

Respectfully,

FOR THE CONFERENCE.

Clyde Tolson,
Chairman.

T. D. Quinn,
Secretary.

cc: Mr. Cullen.

RECORDED

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 7/3/90 BY SP5CJL/oms

TO: ADJUTANT GENERAL OFFICE
FROM: FILE

HHC:EOS

August 20, 1937.

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered the suggestion contained in a letter from Special Agent W. R. Lorry, a monitor in the training school, wherein he points out his belief that the requirement that the name of the Special Agent in Charge should be affixed to all outgoing correspondence and that the employee who actually signs the mail should place his initials immediately under this signature probably was militating against the effectiveness of the signature of the Agent in Charge. He recommended that, in correspondence going to outsiders, the name of the Special Agent in Charge be affixed to the letter and that the initials of the actual signer of the letter be placed on the carbon copy retained for the files.

The Conference felt that the actual value of the signature of the Special Agent in Charge was comparatively limited; that the present procedure was working satisfactorily, and that the suggested requirement would further complicate rules and effect a change which does not appear to be necessary and will not improve matters.

A letter to this effect is being addressed to Mr. Lorry, if approved.

Those present at this conference were Messrs. Tolson, Nathan, Quinn, Tamm, Schilder, and Glegg.

Respectfully,

FOR THE CONFERENCE,

RECORDED
Glyde Tolson,
Chairman,

T. D. Quinn,
Secretary.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 7/3/90 BY SP5CJ/dms

CC Mr. Quinn

66-2554-910

SEP 5 1937

TOLSON ✓

GLEGG

W. R. LORRY

FOUR

TAMM

FILE

70-95-7361-74 ORIGINAL FILED IN

HRG:XCS

August 20, 1937.

MEMORANDUM FOR THE DIRECTOR

The Conference considered the approved suggestions of Mr. Lester that some Bureau official make a survey of the outstanding criminological laboratories in Europe and that he also act as an observer as to the conduct of the "Super" School for Scotland Yard at Hendon, England. The Conference recommended that Mr. Coffey be designated for these two assignments, and, if approved, there is attached a memorandum for Mr. Coffey to confer with Mr. Lester, after which appropriate correspondence should be prepared for the purpose of making the necessary arrangements preparatory to Mr. Coffey's departure.

With reference to the approved recommendation that a suitable Bureau representative attend the course of instruction for Detective-Constables given at the Hendon Police School in England, the Conference recommended Mr. Gurnea for this assignment. However, it was believed that Mr. Gurnea should not depart for this assignment until the latter part of the present calendar year, after the Special Agents in Charge Conference. If this is approved, there is attached a memorandum addressed to Mr. Gurnea, suggesting that he confer with Mr. Lester, after which necessary correspondence preparatory to his attendance at this school should be prepared. Instructions will also be included to the effect that, when making the arrangements with Scotland Yard for Mr. Gurnea to attend this school, an invitation should be extended for a representative of Scotland Yard to attend any one of the three sessions of the FBI National Police Academy to be held in 1938.

The memoranda above mentioned are attached.

Those present at this conference were Messrs. Tolson, Nathan, Quinn, Tamm, Schilder, and Clegg.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/3/90 BY SP5CJL/MS

cc Mr. Quinn

RECORDED
Respectfully,

FOR THE CHIEF OF

Clyde Tolson,
Chairman,

66-2554-910X
FEDERAL BUREAU OF INVESTIGATION

SEP 16 1937 P.M.

U.S. DEPARTMENT OF JUSTICE
D. H. QUINN, Jr.
Secretary

DIRECTOR
CLERK
LAB.
DEPT. ATTORNEY
FBI
RECEIVED

(4) Mr. Lester recommends that some representative of Scotland Yard should, in turn, be invited to attend the FBI National Police Academy. It was indicated that Scotland Yard officials would approve the plan. The Conference agrees that it would be well, in the event the Bureau plans to send a representative to England, for an invitation to be extended to Scotland Yard to send a representative to the FBI National Police Academy. Scotland Yard is the National Police organization so recognized in England. It is likewise recommended that some representative of a national police body be invited to attend the FBI National Police Academy so that there will be one, but not more than one, foreign police representative in each session of the Academy.

Those present were Messrs. Tolson, Quinn, Nathan, Tamm, Schilder and Clegg.

Respectfully,

FOR THE CONFERENCE,

Clyde Tolson,
Chairman.

T. D. Quinn,
Secretary.

cc-Mr. Quinn

EAT:RP

66-14-3773

August 26, 1937

MEMORANDUM FOR THE DIRECTOR

① The Executive Conference considered a question raised by a letter addressed to the Bureau under date of August 18, 1937, by SAC Shivers of the Miami Office as to whether there could be used as a "reference" in investigative reports Bureau letters addressed to some individual outside the Bureau upon which a particular report is predicated.

The Conference was of the unanimous opinion that the use of descriptive data of this type as a "reference" in an investigative report would facilitate the handling of incoming reports in the Bureau's file room, and recommends that this procedure be allowed. Mr. Shivers is being so advised in the attached letter.

Those in attendance at this session of the Executive Conference were Messrs. Tolson, Nathan, Quinn, Clegg, Schilder and Tamm.

Respectfully,
For the Conference.

Clyde Tolson,
Chairman.

T. D. Quinn,
Secretary.

RECORDED

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INDEXED

66-2554-911

SEP 4 1937

DEPT. OF JUSTICE

TOLSON CLEGG QUINN TAMM

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RECEIVED

7 ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 303,613
DATE 7/3/96 BY SPSC110ms

ORIGINAL FILED IN 66-14-3773

EMG:ECS

August 20, 1937.

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered the memorandum prepared by Mr. Coffey concerning the course of photography in police training. It is now suggested by Mr. Coffey that this course include a general lecture of two hours, to be followed by three hours of practical work in the use of photographic equipment in the laboratory.

The Conference approved this suggestion, and Mr. Coffey is being advised accordingly, if approved.

Those present were Messrs. Tolson, Nathan, Quinn, Tamm, Schilder, and Olegg.

Respectfully,

FOR THE CONFERENCE,

Clyde Tolson,
Chairman,

T. D. Quinn,
Secretary.

CC Mr. Quinn

RECORDED

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/3/90 BY SP5C110m3

66-2554-912	
SEP 2 1937	
U.S. DEPT. OF JUSTICE	
TOLSON	FILE
OLEGG	
LAB	

ORIGINAL FILED IN 1-6-73

August 20, 1937.

MEMORANDUM FOR THE DIRECTOR

The attention of the Executive Conference was called by Mr. Clegg to the results of firearms training in the New York Office for July, 1937. The Special Agent in Charge at New York is, perhaps, the best qualified Agent in Charge in training other Agents. As a rule, the firearms training at New York shows better results than in any other office. There are attached, however, for your observation, the scores made by the Agents of the New York Office during the July firearms training, and each failing score is circled in red. It is easily seen that a high percentage of the Agents failed to qualify with all the weapons.

The practice being followed at present in the Training Division is to write to each field office, listing the name of the employee and the weapon which he fired unsuccessfully when a failing grade is made in the use of more than one weapon and instructing that more detailed attention be given to the instruction in the use of such weapon at the next regular firearms training period.

It was the suggestion of the Conference that, just as soon as Mr. Gurnea completes the preparation of the seven months' firearms training course to be fired each year, the records of field offices be observed to see if there is not a decided improvement due to the increased frequency with which the weapons are fired, after which a definite rule and policy can possibly be established with reference to firearms training.

It was also indicated by Mr. Clegg that Special Agent Mitchell would be instructed to conduct the firearms training of the New York Office, which is to be held from September 13 to 16, 1937.

Those present at this conference were Messrs. Tolson, Nathan, Quinn, Tamm, Schilder, and Clegg.

RECORDED

Respectfully,

FOR THE CONFERENCE,

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613

CC Mr. Quinn DATE 7/3/90 BY SP5C/10MS

Clyde Tolson,
Chairman,

Special Agent in Charge,
Secretary.

35-4-24-1

66-2554-913

66-2554

Handwritten initials and marks.

Handwritten signatures and stamps.

HHC:VG

August 24, 1937.

MEMORANDUM FOR THE DIRECTOR

K
D
The Executive Conference considered the suggestions of Mr. I. E. Nitschke, as follows:

H
Mr. Nitschke suggested that upon completion of the firearms training in September for the benefit of the Agents assigned to the New York Division, he be allowed to spend two or three days visiting the Colt Patent Firearms Manufacturing Company, Hartford, Connecticut, and the Remington Arms Company, Ilion, New York, for the purpose of obtaining first-hand information as to the manner in which firearms made by these companies are manufactured, which information will enable him to answer questions of students in police schools before whom he lectures, and will also enable him to acquire additional information with reference to the use of firearms which he may dispense to the other firearms instructors of the Bureau.

The Conference unanimously agreed with this suggestion.

Mr. Nitschke made by hand a plunger head for the .351 Rifle, which is a great improvement over the plunger head which accompanies this weapon. This plunger is more easily operated and avoids many burns, particularly when the barrel of this weapon is hot. Mr. Nitschke recommended that a type of plunger head similar to the one which he made personally be obtained for use on each of the .351 Rifles owned by the Bureau as he feels they would be an improvement and is of the opinion they could be obtained for \$1.00 or less each.

The Executive Conference considered it advisable that while Mr. Nitschke is making the survey in gun factories that he also call at the company which manufactures the .351 Rifle, located at New Haven, Connecticut, and present this idea to them; and if this plunger head is satisfactory that a supply be manufactured for distribution to all field offices and attached to each of the .351 Rifles.

If the above is approved, a letter is being addressed to Mr. Nitschke accordingly.

RECORDED
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INDEXED

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/3/90 BY SP5/10ms

ORIGINAL FILED IN

376-1877

65-2554-913X

SEARCHED
SERIALIZED
INDEXED
FILED
OCT 1 1937
FBI - NEW YORK
GORMAN

Memo for the Director

- 2 -

August 24, 1937.

Those present at the Conference were Messrs. Tolson,
Nathan, Quinn, Tamm, Schilder and Olegg.

Respectfully,
FOR THE CONFERENCE,

Clyde Tolson,
Chairman.

T. D. Quinn,
Secretary.

cc: Mr. Quinn.

HHC:EOS

August 23, 1937.

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered the law enforcement officer's pledge as submitted by Mr. Clegg and unanimously recommended that it be adopted and referred to hereafter as "The John Edgar Hoover Pledge," which should be submitted to:

1. The members of the current session of the FBI National Police Academy for voluntary signature and adherence.
2. All previous graduates of the FBI National Police Academy for their voluntary signature and adherence.
3. All Special Agents of the Federal Bureau of Investigation.
4. All future Special Agents of the Bureau at the time of their appointment and as a substitute for the oath which is now being taken to the effect that they will not disclose any information coming to their knowledge personally nor seek to benefit personally because of such knowledge.
5. Any and all law enforcement agencies and any and all other individuals who desire to obtain copies of such pledge.

Those present at this conference were Messrs. Tolson, Nathan, Quinn, Tamm, Schilder, and Clegg.

Respectfully,

FOR THE CONFERENCE,

RECORDED

Clyde Tolson,
Chairman,

T. D. Quinn, U. S. DEPT. OF JUSTICE
Secretary.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/13/90 BY SP5CJL/mf

CC Mr. Quinn

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NOV 20 1937
TOLSON
CLEGG
FOUR
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U. S. DEPT. OF JUSTICE

COPY
EAT:RP

August 25, 1937

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered the attached bulletin listing outstanding Identification Orders and was unanimously in favor of the submission of this bulletin to the field.

Those in attendance at this session of the Executive Conference were Messrs. Tolson, Nathan, Quinn, Schilder and Tamm.

Respectfully,
For the Conference.

Clyde Tolson,
Chairman

T. D. Quinn,
Secretary.

OK.
JEH

ORIGINAL FILED IN

66-2554-205

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/3/90 BY SP5C/llms

RECORDED

66-2554-914	
FEDERAL BUREAU OF INVESTIGATION	
SEP 2 1937 P.M.	
DEPARTMENT OF JUSTICE	
TOLSON	TAMM
FUG. SUP.	FILE

WRG:MTS

September 3, 1937.

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered a memorandum submitted by Special Agent Gurnea relative to the securing of carrying cases for the portable photostat sets recently purchased by the Bureau.

Mr. Gurnea had suggested in a memorandum of August 24, 1937, that no additional carrying case be secured for the portable photostat machine itself, but that a carrying case be secured only for the necessary equipment needed for the operation of the machine in question. Mr. Gurnea points out that a case including all of the equipment and the machine would be far too large to be conveniently moved from the various field offices to the various places of operation.

Mr. Glavin advised the conference that bids are already being secured on the carrying cases to include all the equipment and the portable photostat machine. He further reported that the carrying cases will measure 27 $\frac{1}{2}$ inches long, 16 $\frac{1}{2}$ inches wide, and 19 $\frac{1}{2}$ inches high, all dimensions being outside dimensions.

The Conference is of the opinion that such a case would not be too bulky and that it would be much more desirable to have one case for all of the equipment rather than to have two cases for it. It was further pointed out that although the photostat machine itself is encased, there are certain parts of the machine not protected by covering, and it could be easily recognized as a piece of technical equipment. The Conference therefore recommends that the cases as originally approved be secured.

Those present were Messrs. Clegg, Nathan, Schilder, Tamm, and Glavin.

RECORDED

Respectfully,
For the Committee,

Clyde Tolson,
Chairman.

W. R. Glavin,
Secretary.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 333,013
DATE 7/3/96 BY SP5C10M5

ORIGINAL FILED IN 66-2554-915

HHC:VG

September 3, 1937

MEMORANDUM FOR THE DIRECTOR

Mr. Clegg presented the following names of those suggested by Mr. T. F. Baughman for the special firearms training course to begin Tuesday, September 7, 1937.

Special Agent in Charge J. W. Vincent
Special Agent T. M. McCabe
Special Agent J. E. Brennan

If these are approved, there is attached a memorandum addressed to Mr. Glavin instructing that these employees report for this purpose.

Those present at the conference were Messrs. Nathan, Glavin, Tamm, Schilder and Clegg.

Mr. Nathan
Mr. Tolson
Mr. Baughman
Mr. Clegg
Mr. Coffey
Mr. Naughten
Mr. Egan
Mr. Foxworth
Mr. Glavin
Mr. Harbo
Mr. Hottel
Mr. McIntire
Mr. Lester
Mr. Nichols
Mr. Pennington
Mr. Quinn
Mr. Schilder
Mr. Tamm
Mr. Tracy
Miss Gandy

Respectfully,

FOR THE CONFERENCE,

Clyde Tolson,
Chairman.

W. R. Glavin,
Secretary.

cc: Mr. Glavin

RECORDED

66-2554-916

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/3/90 BY SP5C10MS

TOLSON
TAMM
C. C. CLEGG
PERS. FILE

ORIGINAL FILED IN 66-2554-916

Executive Conference

HHC:WHH

August 31, 1937.

MEMORANDUM FOR THE DIRECTOR

13
The Executive Conference considered the list of the United States Senators and Congressmen who had constituents in the present session of the FBI National Police Academy. As suggestions for speakers at the graduation exercises of the current session of the Academy the following were unanimously suggested.

U. S. Senators

Borah and Pope of Idaho
Barkley of Kentucky
Pittman of Nevada
Reynolds of North Carolina

Congressmen

Luther Patrick of Alabama
M. J. Maas of Minnesota
R. M. Kleborg of Texas

24
If these are approved letters of invitation will be prepared for them, asking them to make talks of approximately fifteen minutes each. It was believed, however, that the majority of them will be out of the city and will be unable to attend.

With reference to extending invitations to all the Senators and Congressmen who have constituents in the present session of the Academy, it was pointed out that Senator McKellar was included in the list and it was believed to be the best policy to inform the members of the graduating class that they may invite their Congressmen and Senators to be present, and the form of invitation will be drawn up and approved for them to sign and send out. If this is approved a form of this type will be prepared for your approval and for this purpose.

Those present were Messrs. Nathan, Tamm, Quinn, Schilder, and Clegg.

RECORDED

Respectfully,
FOR THE CONFERENCE,

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/3/96 BY SP5C110ms

CC: Mr. Glavin.

Clyde Tolson,
Chairman,

W. R. Glavin,
Secretary.

FILE

94-661-112X

WRG:RML

September 1, 1937.

MEMORANDUM FOR THE DIRECTOR.

The Executive Conference considered the desirability of purchasing additional arm bands, such as are presently used by the various field offices, for the use of matrons when it is necessary to temporarily employ them to guard female prisoners.

It is recommended that such arm bands be forwarded to all field offices and the various Special Agents in Charge be advised concerning their use.

If you approve, there is attached hereto a memorandum to the Chief Clerk instructing that the necessary bands be ordered.

Respectfully,
For the Conference,

Clyde Tolson,
Chairman.

W. R. Glavin,
Secretary.

Enclosure.

ORIGINAL FILED IN

66-4682-23

66-2554-918

SEARCHED	INDEXED
SERIALIZED	FILED

SEP 11 1937

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/3/90 BY SP5C110ms

HHC:VG

September 4, 1937.

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered favorably the attached work sheet, indicating the subject matter, the lecturer, and the allocation of time for various subjects given before the FBI National Police Academy. This program of training was approved unanimously by the conference.

Those present at the conference were Messrs. Nathan, Glavin, Tamm, Schilder and Clegg.

Respectfully,

FOR THE CONFERENCE,

Glyde Tolson,
Chairman.

W. R. Glavin,
Secretary.

cc: Mr. Glavin

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323013
DATE 7/3/90 BY SP5CJ/MS

RECORDED

66-2554-919

SEP 9 1937

JUSTICE

FILE

1-10-987

HHC:ECS

August 20, 1937.

MEMORANDUM FOR THE DIRECTOR

The Conference considered the suggestion of Special Agent in Charge Silvers relative to the preparation of lead cards. Mr. Conroy had criticized the Miami Office because lead cards were prepared in duplicate, and there is no provision for this in the Manual. The Agent in Charge found it advantageous to prepare them in this fashion so that the Agent could be given the duplicate and the Agent in Charge could retain the original in his assignment card box. Other Special Agents in Charge follow the practice of keeping the one lead card prepared and, if an Agent desires to prepare his own lead card after the lead is assigned to him, he may do so. Neither of these practices is inconsistent with the regulations of the Bureau, and it was thought that either practice desired by the Special Agent in Charge would be entirely agreeable.

Both Special Agent in Charge Silvers and Mr. Conroy are being informed accordingly, if approved.

Those present at this conference were Messrs. Tolson, Nathan, Quinn, Tamm, Schilder, and Olegg.

Respectfully,

FOR THE CONFERENCE,

Clyde Tolson,
Chairman.

T. D. Quinn,
Secretary.

RECORDED
&
INDEXED

cc Mr. Quinn

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 7/3/90 BY SP5C110ms

ORIGINAL FILED IN 66-14-3765 -

66-2554-920

SEARCHED	INDEXED
SERIALIZED	FILED

SEP 1 1937

U.S. DEPT. OF JUSTICE

HTG:VO

September 1, 1937.

MEMORANDUM FOR THE DIRECTOR

Reference is made to the Executive Conference memorandum dated June 1, 1937, relative to special training in firearms to be given selected representatives of the Bureau in order to prepare them to serve as firearms instructors.

Those included on the list at that time were the following:

G. G. Campbell
E. E. Conroy
E. C. Dorris
F. G. Dorwart
G. H. Franklin
W. L. Listerman
T. N. Stapleton

On the occasion of the approval of this list, Mr. Quinn and Mr. Tolson recommended that Mr. Listerman not be included.

The above names were submitted by Mr. Gurnea as representing, in his opinion, the outstanding men in the field as prospects for this type of training, which would prepare them to give specialized training in the field offices as well as to conduct firearms training in police schools throughout the country.

A reconsideration of this matter today resulted in a unanimous decision to begin this training on Tuesday, September 7, 1937, the training to last for approximately ten days or until Mr. Hitschke and Mr. Welch can express the opinion that they have received the amount of training advisable and necessary for the above purpose.

Those approved for this training were the following:

RECORDED

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/3/90 BY SP5CJH/MS

66-2554-921

SEP 16 1937

CLERK

CHIEF OF BUREAU

TRAINING

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1-29-65

Memo for the Director

- 2 -

September 1, 1937.

Special Agent E. G. Campbell
Special Agent E. C. Dorris
Special Agent G. H. Franklin

Mr. Dorwart's name was dropped upon the suggestion of Mr. Tolson on account of some difficulties he recently experienced, and Mr. Conroy's name was omitted due to the fact that he is presently engaged in inspection work.

Mr. Tolson, Mr. Tamm and Mr. Schilder voted to drop the name of Mr. Stapleton and the reason stated was because of his failure to handle an assignment properly in New Jersey during the past week. Mr. Nathan, Mr. Glavin, and Mr. Clegg recommended that Mr. Stapleton be included in the group because Mr. Gurnea recommended him to be one of the outstanding men in the field service and next to Special Agent in Charge Whitley, the best qualified Special Agent in Charge for such duties.

Mr. Gurnea originally recommended Mr. Listerman. This was recommended unfavorably by Mr. Tolson and Mr. Quinn but favorably by Mr. Foxworth, Mr. Nathan, Mr. Schilder, Mr. Tamm, and Mr. Clegg.

In the event the above is approved, there is attached a memorandum addressed to the Chief Clerk, instructing that these employees be ordered to report to Washington on Tuesday, September 7, 1937.

Those present at the Conference were Messrs. Tolson, Nathan, Tamm, Glavin, Schilder, and Clegg.

Respectfully,

FOR THE CONFERENCE,

Clyde Tolson,
Chairman.

W. R. Glavin,
Secretary.

cc: Mr. Glavin.

August 24, 1937.

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered a memorandum prepared by Mr. Gurnea, outlining the details of the mechanics of arrests, searches, and seizures of persons, to be used as a basis for the motion picture to be prepared by Mr. Ford, of University Pictures. The draft has been reviewed in detail, and it was the unanimous recommendation of the Conference that this draft be carried by Mr. Gurnea to New York and presented by him to Mr. Ford, and that Mr. Gurnea likewise make himself available for a conference with Mr. Ford, to discuss any of the details of the procedure and techniques involved in the draft.

If this is approved, Mr. Gurnea will be instructed to endeavor to arrange an appointment with Mr. Ford through Mr. Tolson's office.

Those present at this conference were Messrs. Tolson, Nathan, Quinn, Tamm, Schilder, and Olegg.

Respectfully,

FOR THE CONFERENCE,

Clyde Tolson,
Chairman,

T. D. Quinn,
Secretary.

cc Mr. Quinn
E. ENCL E

RECORDED

66-2554-922

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/3/90 BY SP5C110ms

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1037
TOLSON
CLARK
C. D. QUINN
E. ENCL E
FOUR

Indianapolis, Indiana
July 28, 1937

In compliance with your instructions, there is attached hereto an outline to be used as a basis for the production of a motion picture designed to instruct the Agents of this Bureau in the proper methods and technique of arrests and search of persons.

It will be noted that there are very few suggestions made relative to the actual scenes which should be used to depict each phase of this work. It is believed that it would be more profitable to permit the makers of this picture to submit their own suggestions as to the method of properly showing each step. Obviously if the Bureau were to suggest the scenes to the producers of this picture, many original ideas may be lost, due to the fact that they would be governed by our ideas. For these reasons, this entire outline will deal almost wholly with the thought that should be brought out instead of the methods of so doing.

It is further suggested that this moving picture be used as a basis for a lecture, the first part of which should include the following:

- I. Discuss bill giving power of arrest to Bureau Agents
- A. Arrests
 - 1. Warrants of
 - 2. Subpoenas
 - 3. Warrants of search

Discuss and describe each

- II. Power of arrest without warrants
- A. Describe felonies
- B. Statutory regulations
1. Reason to believe
2. Likelihood of escape
- C. Bureau policies
1. No arrests without warrants -- interpretation
2. Copy of warrant in Bureau file
- RECORDED
- 66-255

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HEREIN IS UNCLASSIFIED 323,613
DATE 7/3/90 BY SP5C/110MS

RECORDED

66-2554-922

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SEP 13 1937
JULSON
CHICAGO
LAB.
HOUSE

ORIGINAL FILED IN 7-4-85

- III. Arrests without warrants
 - A. Get prior Bureau authority
 - B. Sometimes advisable not to issue warrant -- Brekid case
 - C. When warrants should not be served publicly
- IV. Action following arrest
 - A. To magistrate immediately
 - B. Can be taken to office for questioning
- V. Authority to carry firearms
 - A. When to carry
- VI. Stress emergency power only

MECHANICS OF ARRESTS AND SEARCH OF PERSONS

- I. Impossible to anticipate all emergencies
 - A. Can only lay foundation -- judgment
- II. Comparison of police and Bureau arrests
 - A. Ours are felonies, but usually have time to plan
 - B. Police are felonies and misdemeanors, but often times act on moment's notice

Respectfully submitted,

M. E. Gurnea,
Special Agent.

HHC:VG

September 1, 1937

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered the recommendations of Mr. Clegg for counselors for the next new agents' class which is scheduled to begin October 11, 1937.

It was suggested that the two counselors be Special Agent R. L. Morgan, of the Charlotte office, and Special Agent Robert Tonis, of the Boston office. As alternates to be called only in the event the above are unable to be here, the following are recommended in the order named: Special Agent John Edgar Lunsford, of the New Orleans office, and Special Agent N. D. Wills, of the New Orleans office.

For the same school, it was suggested that Special Agent L. V. Boardman, of the Detroit office, be designated as an instructor to be given specialized training in instruction work for four weeks. As an alternate, the name of Special Agent M. W. Acers was suggested.

Those present at the Conference were Messrs. Tolson, Nathan, Tamm, Glavin, Schilder and Clegg.

Respectfully,

FOR THE CONFERENCE,

Clyde Tolson,
Chairman.

RECORDED

W. R. Glavin, Secretary.

66-2554-922X	
OCT. 2 1937 P.M.	
U. S. DEPARTMENT OF JUSTICE	
TOLSON	FILE
CLEGG	FOUR
PER. OFF.	

cc: Mr. Glavin.

ALL INFORMATION CONTAINED
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DATE 7/3/96 BY SP52110MS

ORIGINAL FILED IN 1-1-1492X

HHC:VQ

September 3, 1937.

RECORDED

66-2554-922

MEMORANDUM FOR MR. GURNEA

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/

It is desired that you prepare correspondence addressed to Mr. Charles Ford of Universal Pictures in New York for the purpose of arranging an appointment with Mr. Ford to present to him a copy of the draft prepared by you with reference to the techniques and mechanics of arrests, searches, and seizures, to be used as a basis for a sound motion picture which Mr. Ford will prepare.

It is suggested that this draft be presented in person in order that Mr. Ford can make inquiries of you concerning certain details and obtain your ideas as to the development of this picture.

Please give this matter your prompt attention.

Very truly yours,

John Edgar Hoover,
Director.

HM:CSH

September 9, 1937

MEMORANDUM FOR THE DIRECTOR

The Executives Conference at a meeting held this morning, Messrs. Tamm, Schilder, Glavin and Nathan being present, considered the suggestion of Special Agent F. J. McArdle that, during the regular course of the Bureau's work, crank and extortion letters be collected from various law enforcement officers and forwarded to the Bureau, as a supplement to the Bureau's collection of anonymous letters.

The Executives Conference agreed with Mr. Coffey's views to the effect that if the case were actually an extortion a copy of the letter would probably be in the Bureau's anonymous communication file. With regard to crank letters, it was not believed, in the first place, that the persons writing them would be encountered sufficiently in the Bureau's extortion cases to make the amount of work necessary to enter them in the Bureau's files warranted, and, secondly, the number of these letters collected would be so enormous as to vitiate the existing value of the Bureau's present collection of anonymous letters.

A letter to McArdle along these lines is attached.

Respectfully,
For the Conference,

Clyde Tolson, Chairman.

RECORDED

W. R. Glavin, Secretary.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/3/90 BY SP5C10M5

ORIGINAL FILED IN 66-2554-923

EAT:DM

September 4, 1937.

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered the question of whether collectibility of fine cases should be investigated by the Bureau. It was pointed out that the appropriation for the Department's hiring of Departmental Examiners when this work was taken away from the Bureau, was justified in no small degree upon the basis of judicial examinations. It was pointed out that the amount of recoveries in these cases has diminished to such an extent that they are hardly worth wasting an Agent's time on, and accordingly the Conference unanimously recommended that the Bureau confine its activity in cases of this kind to those cases in which the substantive investigation was conducted by the Bureau.

Those in attendance were Messrs. Tolson, Nathan, Clegg, Schilder, Quinn and Tamm.

Respectfully,
For the Conference,

Clyde Tolson,
Chairman.

W. R. Glavin,
Secretary.

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HEREIN IS UNCLASSIFIED 323,613
DATE 7/3/90 BY SP5C110ms

66-2554-924

FEDERAL BUREAU OF INVESTIGATION

SEP 14 1937

U. S. DEPARTMENT OF JUSTICE

TOLSON
TAMM
Clegg
Glavin
Nathan
Quinn
Schilder

ORIGINAL FILED IN 62-14712-51

September 8, 1937.

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered the possibilities involved in extending invitations to the current class of the FBI National Police Academy, previous graduates of the Academy, and their superior officers for the graduating exercises and the reunion. A communication has already been addressed to the field, requiring that each office contact the Police Academy graduates in their respective districts and obtain the list of those officers recommended by the graduates to receive invitations from the Special Agent in Charge to attend the graduating exercises on October 2.

It was the unanimous opinion of the Conference that the Bureau should not forward invitations to anyone for, if someone were omitted or if the Mayor, Chief of Police, or City Manager had been changed and the letter was not properly directed, more harm would result than benefit. It was suggested, however, that a communication be addressed to each graduate of the Police Academy, suggesting that they invite the following:

1. Representatives of municipal police departments to invite the Mayors, City Commissioners, Chiefs of Police, City Managers, or any other police official with a rank higher than Chief of Police;
2. Representatives of sheriffs' offices to invite the sheriffs and the county commissioners;
3. Representatives of county police departments to invite the county commissioners and the chief of the department, together with any regularly constituted police official with a rank higher than chief of police;
4. Representatives of state police departments and state highway patrols to invite their own superintendents, any regularly constituted law enforcement officer of a higher status, or, if they desire, the Governor of their state.

RECORDED

It was also recommended that the members of the current session of the Police Academy be informed orally that they might take the above suggested action.

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HEREIN IS UNCLASSIFIED 323013
DATE 7/3/90 BY SP5C/LMS

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66-2554-924X
FEDERAL BUREAU OF INVESTIGATION
U.S. DEPARTMENT OF JUSTICE

September 8, 1937.

It was also recommended that a registration card be prepared and forwarded to the graduates of the Academy, as well as to the present class, so that they might register the possible appearance in Washington of the officials in the above categories who will be their guests at the graduation and during the reunion.

It was further recommended that the Police Academy graduates and their guests of the above described ranks, and any representatives of their immediate families, including fathers, mothers, children, and wives, who would attend the reunion as guests of former graduates or of the present graduating class be invited to be guests of the Bureau at the banquet to be held on Saturday evening, October 2, given for the benefit of the International Association for Identification, as well as to attend the entertainment to be given on Friday evening at 8 o'clock at the Willard Hotel. The wives of the members of the current session will be invited to join the ladies of the I.A.I. at the luncheon on October 1, and the members of the current session will be invited to attend the meetings of the I.A.I., in accordance with the program, on Wednesday morning, September 29, Thursday morning, September 30, in the Great Hall, Friday morning, October 1, at the Willard Hotel, and, in addition, are to accompany the delegates to Mount Vernon and to Quantico where the firearms demonstration will be given and where the buffet supper will be served; to attend the Capitol Theater on the evening of September 30 and the business session of the I.A.I. on October 2. The members of the Police Academy, therefore, would not be present on the sight-seeing tour to Arlington, Virginia, and on the tour of inspection of the offices of the FBI.

In the event this is approved, the attached suggested form letter will be forwarded to all the graduates of the FBI National Police Academy.

Those present at this conference were Messrs. Tamm, Schilder, Glavin, and Clegg.

Respectfully,

FOR THE CONFERENCE,

Glyde Tolson,
Chairman,

W. R. Glavin,
Secretary.

CC Mr. Glavin

Instructions being issued that Bureau desires invitations issued to Mayors, City Commissioners, or members of Boards of Aldermen, Chiefs of Police or executive officials in charge of police depts., etc. to attend FBI graduation exercises on October 2, when such official connected with organization formerly or presently represented in FBI National Police Academy.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323013
DATE 7/3/90 BY SP5C/IDMS

rcl

JOHN EDGAR HOOVER
DIRECTOR

**Federal Bureau of Investigation
United States Department of Justice**

Washington, D. C.

August 24, 1937.

MEMORANDUM FOR:

MR. HOOVER	BLACKBURN	DRAYTON	LECKIE	ROSEN
TOLSON	BRANDT	FOXWORTH	LESTER	SCHILDER
NATHAN	BUNDY	GLAVIN	MCINTIRE	SCOTT
CLEGG	CHAMBERS	GURNEA	MCNULTY	SEYFARTH
EGAN	COFFEY	HARBO	MATHIS	SHILEY
QUINN	COLLIER	HEAVRIN	MERTZ	SINGMAN
TAMM	CORNELIUS	HINCE	NICHOLS	SPEAR
APPEL	CROWL	LAUGHLIN	PENNINGTON	TRACY
BAUGHMAN	DAWSEY	LAWLER	RENNEBERGER	VOGEL

Mr. Nathan ✓
Mr. Tolson ✓
Mr. Baughman
Mr. Clegg
Mr. Coffey
Mr. Crowl
Mr. Egan
Mr. Foxworth
Mr. Glavin
Mr. Harbo
Mr. Hottel
Mr. Lester
Mr. McIntire
Mr. Nathan
Mr. Nichols
Mr. Pennington
Mr. Schilder
Mr. Tamm
Mr. Tracy
Miss Gandy

RECEIVED
AUG 25 1937

Dear Sir:

The current session of the FBI National Police Academy concludes on October 2, 1937, with graduation exercises being held in the Great Hall of the Department of Justice Building at 10 A.M. This will be the occasion for the reunion of the graduates of the FBI National Police Academy, who have formed an organization known as the FBI National Police Academy Associates. The Bureau understands that it is planned that these graduates will hold regular business sessions of their organization on the afternoon of Saturday, October 2, and on Sunday, October 3, in the training school rooms of the Bureau, which have been made available for this purpose.

The Convention of the International Association for Identification will be held in Washington from September 29 to October 2, and the members of this convention will be guests of the Bureau at the graduating exercises of the Police Academy. The Convention of the International Association of Chiefs of Police will begin on Monday, October 4, at Baltimore, Maryland, and it is very likely that a large number of Chiefs of Police will be in Washington en route to Baltimore on October 2, the date of the graduation.

The Bureau desires that you extend invitations to attend the graduation exercises on October 2 to the Mayors, City Commissioners, or members of Boards of Aldermen, Chiefs of Police or the executive officials in charge of police departments, to sheriffs or county officials in charge of county law enforcement organizations, and to the executive heads of state police departments and state highway patrols, when such official is connected with an organization which has been or is represented in the FBI National Police Academy. It is desired that at this time you make up lead cards so that each graduate of the FBI National Police Academy will be contacted by a representative of your office to ascertain whether it will be possible for him

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/3/90 BY SP5C110ms

to attend the reunion, and also if it will be possible for the head of his department, the mayor, or any of the above named officials connected with his organization, to be present at these graduating exercises on the occasion of the reunion.

There should be obtained from the Police Academy graduates a list of the executive officials who should be extended invitations by the Bureau to attend these graduation exercises. The correct names and titles of the officials should be clearly set forth in tabulated form in your letter, which should be submitted following these interviews.

The Bureau has no objection to an employee's discussing with the superior officers of a graduate the possibility of the graduate's attending this reunion, which will, of course, have for its purpose the promotion of a better spirit of cooperation among all graduates and the formation of a definite cooperative link between each of the graduates present and all other graduates of the Academy. Likewise, the FBI National Police Academy Associates have a constructive program of research which will undoubtedly be of benefit to all those in attendance at their meeting. The Bureau does not have authority to extend invitations to officials to attend the business sessions of the FBI National Police Academy Associates, which very likely will be limited to the graduates of the Academy, but, in view of the conventions being held in Washington and Baltimore, it was thought that executive officials of the organizations which have already been represented in the Academy might find it convenient to be present upon the occasion of the graduation. Those present will be announced during the course of the graduating exercises, although they will not be called upon to make talks.

The Bureau desires to receive a complete report from you concerning the above matters on or before September 10, 1937. Both the Bureau and Special Agents in Charge will extend invitations to the above mentioned officials.

Very truly yours,

A handwritten signature in dark ink, appearing to read "J. E. Hoover". The signature is written in a cursive style with a large, stylized initial "J".

John Edgar Hoover,
Director.

JOHN EDGAR HOOVER
DIRECTOR

Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.

September 18, 1937.

SAC	ABERDEEN	DENVER	LOUISVILLE	PITTSBURGH
	ALASKA	DES MOINES	MEMPHIS	PORTLAND
	ATLANTA	DETROIT	MIAMI	PUERTO RICO
	BIRMINGHAM	EL PASO	MILWAUKEE	RICHMOND
	BOSTON	HARTFORD	NEWARK	SALT LAKE CITY
	BUFFALO	HAWAII	NEW ORLEANS	SAN ANTONIO
	BUTTE	HUNTINGTON	NEW YORK	SAN FRANCISCO
	CHARLOTTE	INDIANAPOLIS	OKLAHOMA CITY	SEATTLE
	CHICAGO	KANSAS CITY	OMAHA	ST. LOUIS
	CINCINNATI	KNOXVILLE	PEORIA	ST. PAUL
	CLEVELAND	LITTLE ROCK	PHILADELPHIA	WASHINGTON, D. C.
	DALLAS	LOS ANGELES	PHOENIX	

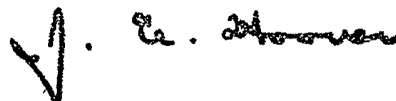
Dear Sir:

Reference is made to the FBI National Police Academy graduation exercises to be held on October 2, 1937, and the invitations which have been extended by field offices to former graduates and certain police executives attached to departments which have already been represented in the Academy, as well as police executives of departments currently represented in the Academy,

Please be informed that the Bureau has reached the decision not to extend invitations directly from the Bureau to any of these officials. The Bureau has, however, forwarded a letter to all the previous graduates of the Academy, and has made an announcement to the current class, advising that they were authorized to extend invitations to their immediate superiors in their own departments having the title of Chief of Police, Sheriff, Superintendent of Police, or higher, including Commissioners of Police, City Managers, Mayors, County Commissioners of Police, and Directors of Public Safety.

This communication is being forwarded to you in order that you may be fully informed of the procedure being adopted by the Bureau.

Very truly yours,



John Edgar Hoover,
Director.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/3/90 BY SP5C110ms

NOT USED

66-2554-925

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323, 013
DATE 7/3/90 BY SP5C/10MS

CHANGED TO

1-3697-1/2

Am

September 9, 1937.

See

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered the suggestions submitted in a letter from the Salt Lake City Office as follows:

1. Inquiry as to whether the full Christian name of all witnesses should be obtained. The Conference decided that, consistent with Departmental regulations, the full name should be submitted.
2. The suggestion that all field offices be furnished with facts concerning any incident involving the use of firearms in which Bureau Agents might be involved, in order that the field can answer unjust criticism after such unfortunate events was voted upon negatively as it was felt that, where specific inquiries are necessary, the Bureau would be glad to furnish the necessary information if the inquirers are entitled to receive it, but it would not be advisable to broadcast such information to all employees on each occasion.
3. It was recommended that instructions be issued to all field offices to leave the names and telephone numbers of the Special Agent in Charge and Number One Man with the employees of the buildings in which the Bureau offices are located in order that such employees can receive messages in case of emergency. This was recommended upon unfavorably, as there had been a difficulty of this type and as arrangements to receive emergency communications have already been provided and the Special Agents in Charge are listed in the telephone directories.

If the above recommendations are approved, the Salt Lake City Office is being advised.

Those present were Messrs. Glavin, Tamm, Schilder, and Clegg.

RECORDED & INDEXED
Respectfully,

FOR THE CONFERENCE, *66-2554-926*

SEP 17 1937 A. I.

U. S. DEPARTMENT OF JUSTICE

Clyde Tolson,
Chairman,

W. E. Glavin,
Secretary.

FILE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/3/96 BY SP5C/10MS

cc Mr. Glavin

ORIGINAL FILED IN 1-27-31-2

HHC:EOS

September 9, 1937.

MEMORANDUM FOR THE DIRECTOR

126
The Executive Conference considered the suggestion of Special Agent in Charge Reinecke that, since the requirement was initiated that inventories in field offices be retained on 3 x 5 cards, the Bureau had prepared a form for submitting inventories to the Bureau which was properly divided with headings and sub-headings and places for acquisitions and dispositions of property were likewise provided on this form. Mr. Reinecke fails to see any necessity for the retention of the 3 x 5 inventory cards.

The Conference unanimously agreed with Mr. Reinecke and recommended that the 3 x 5 card inventory be discontinued and that the inventory be kept up to date on the form provided by the Bureau.

If this is approved, a letter is being addressed to Mr. Reinecke to this effect, and likewise a memorandum for Mr. Clegg is being prepared, instructing that the Manual be changed accordingly.

Those present at this conference were Messrs. Glavin, Schilder, Tamm, and Clegg.

Respectfully,

FOR THE CONFERENCE,

Clyde Tolson,
Chairman,
RECORDED

&
INDEXED
T. R. Glavin,
Secretary.

66-2554-926X

FEDERAL BUREAU OF INVESTIGATION	
OCT 28 1937 A.M.	
DEPT. OF JUSTICE	
TOLSON	FILE

Mr. Nathan
Mr. Tolson
Mr. Baughman
Mr. Clegg
Mr. Coffey
Mr. Crowl
Mr. Egan
Mr. Foxworth
Mr. Glavin
Mr. Harbo
Mr. Hottel
Mr. Lester
Mr. McBride
Mr. Neughten
Mr. Nichols
Mr. Pennington
Mr. Schilder
Mr. Tamm
Mr. Tracy
Miss Gandy

cc Mr. Glavin

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/3/90 BY SP5C/10ms

ORIGINAL FILED IN 66-5-9

EAT: DW

September 16, 1937.

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered the attached proposed supplement to Section 3 of the Manual of Instructions, and was in favor of its inclusion in this section of the Manual.

Respectfully,
For the Conference,

CLYDE TOLSON,
Chairman.

W. R. GLAVIN,
Secretary.

Those in attendance were Messrs. Glavin, Schilder, Clegg
and Tamm.

RECORDED

66-2554-927

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SEP 20 1937
U. S. DEPT. OF JUSTICE
CLERK
DEF. OFF.
FILE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 7/13/90 BY SP5CNDMS

66-1934-5628

ORIGINAL FILED IN

Mr. Nathan
Mr. Tolson
Mr. Baughman
Mr. Clegg
Mr. Coffey
Mr. Crowl
Mr. Egan
Mr. Foxworth
Mr. Glavin
Mr. Harbo
Mr. Hottel
Mr. Lester
Mr. Quinn
Mr. Schilder
Mr. Tamm

HHG:WHH

September 13, 1937.

MEMORANDUM FOR THE DIRECTOR

O.
The Executive Conference voted unanimously with reference to the next FBI National Police Academy banquet, which it is understood will be held, probably, on September 23, 1937, although the date has not been fixed, that the only entertainment in the way of a floor show or similar activity to be provided by the Bureau be the piano accordionist and vocal soloist who sang and played throughout the regular dinner at the last banquet, and the blues singer, a Miss Margaret Wald, appear to sing during the time the dinner is being eaten. It was recommended that no additional entertainment be provided on this occasion, particularly in view of the fact that there will be a banquet and entertainments during the following week of the IAI convention.

Those present at the conference were Messrs. Tamm, Glavin, Schilder, and Glegg.

Respectfully,
FOR THE CONFERENCE,

Glyde Tolson,
Chairman,

W. R. Glavin,
Secretary.

CC: Mr. Glavin.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/3/90 BY SP5cloms

66-2554-928

FEDERAL BUREAU OF INVESTIGATION

SEP 22 1937

FILE

IDENT

ORIGINAL FILED IN 1-4-1600

COPY
HHC:WHH

September 13, 1937

MEMORANDUM FOR THE DIRECTOR

The Bureau has received information indicating the likelihood that Mr. E. G. Christensen would attend the reunion of the police school graduates. Mr. Christensen is a graduate of the FBI National Police Academy. He represented the Kansas State Highway Patrol, and was President of the Third Session of the Academy. He is, today, employed by the License Registration Bureau, of the State of Kansas, in Wichita, Kansas but he is not engaged in law enforcement work.

We were confronted with the fact that Mr. Christensen's name is not authorized to continue to appear on releases and published lists of police school graduates. Due to the fact that Mr. Christensen appears to be one of the outstanding graduates of the Academy, and due to the fact that he has continued his interest toward the Bureau, it would, in fact, be embarrassing for his name not to appear on the published lists.

It was, therefore, recommended by the Executive Conference that the published lists of graduates include, in each instance, all the graduates of the Academy, both those in law enforcement and those not engaged in law enforcement work, as well as those who are deceased. It is noted that schools and colleges, when publishing lists of their alumni, include all the alumni, with the deceased usually marked with an asterisk.

It was believed that these lists might, in some instances, serve to advertise the fact that Christensen is a graduate and might aid him to obtain employment in the field of law enforcement again. The only other graduate who is not, at present, in law enforcement work, is Colonel Goodrich, of the State of Florida. The names of these officers could, in fact, be marked with some symbol and a footnote explain that they were not presently engaged in law enforcement work. It was believed that the customary procedure would be followed for the names of all graduates, except, of course, former FBI members, to appear on printed matter.

Those present were Messrs. Tamm, Glavin, Schilder, and Clegg.

RECORDED & INDEXED

Respectfully,
FOR THE CONFERENCE

CC MR GLAVIN

Clyde Tolson,
Chairman

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 333,013
DATE 7/3/90 BY SP5CJ/MS

66-2554-928X
OCT 20 1937
W. R. Glavin, U. S. DEPARTMENT OF JUSTICE
TAMM CLEGG

ORIGINAL FILED IN 1-4-1538X

HMC:VQ

August 7, 1937

MEMORANDUM FOR THE DIRECTOR

X
W
The Executive Conference considered the inquiry of Mr. Harold H. Reinecke, Special Agent in Charge of the Indianapolis Office, as to whether the Bureau now desires to have copies of all letters addressed to Postmasters. It appears that some oral instructions given to Special Agents in Charge some years ago are still being followed in a few offices while in the majority of offices, letters are being forwarded to the Bureau.

In order to establish uniformity, it was recommended that the field be advised in a general letter that copies of letters addressed to Postmasters should be forwarded to the Bureau, and a letter to Mr. Reinecke along this line is being prepared, if approved.

Those present at the conference were Messrs. Tolson, Nathan, Tamm, Schilder and Clegg.

Respectfully,

FOR THE CONFERENCE,

Clyde Tolson,
Chairman.

RECORDED

66-2554-929

T. D. Quinn,
Secretary.

SEP 21 1937

1 encl.
K. S. P. S.
cc: Mr. Quinn. m. g.

cc: Mr. Quinn.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 333,613
DATE 2/3/90 BY SP5CULOM/S

ORIGINAL FILED IN

66-3311-21

copy

506 Fletcher Trust Building
Indianapolis, Indiana
July 22, 1937

Director,
Federal Bureau of Investigation,
Washington, D. C.

Dear Sir:

During the recent inspection of the Indianapolis Office by Mr. R. E. Vetterli he criticized several files for the reason that copies of letters to Postmasters concerning mail covers had not been designated for the Bureau.

Several of these letters had been prepared by Special Agent Joseph J. Meehan, and when I called this to his attention, he said he recalled distinctly during his training period as a new Agent or during one of his first retraining periods he was instructed by Mr. Clegg that copies of letters concerning mail covers need not be forwarded to the Bureau.

I should appreciate advice concerning this.

Very truly yours,

Herold H. Reinecke
Special Agent in Charge.

HHR:MJR

RECORDED
&
INDEXED

66-2554-929
FEDERAL BUREAU OF INVESTIGATION
SEP 21 1937
U. S. DEPARTMENT OF JUSTICE
FILE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323613
DATE 7/31/96 BY SP5C110MS

HHC:VG

June 19, 1937.

MEMORANDUM FOR THE DIRECTOR

The Executive Conference reconsidered the proposition of permitting clerical employees to take manuals to their homes overnight for the purpose of study. It appears that during the initial discussion, all those present were not aware that this would relate to the Manual of Rules and Regulations as well as stenographic and clerical manuals, in view of which fact an additional vote was taken on this matter, the result being that Messrs. Nathan, Tolson, and Tamm were opposed to permitting clerical employees taking their Manuals of Rules and Regulations home with them. Mr. Quinn was opposed to clerical employees taking any manuals to their homes for study overnight and Mr. Clegg was in favor of them taking any of the manuals issued to them, including the Manual of Rules and Regulations, to their homes for the purpose of study.

Mr. Quinn felt that the confidential character of all of the manuals are of such a type that it would be dangerous for them to be taken home where they would be available for reading by other members of their families, not connected with the Bureau. Mr. Tolson, Mr. Nathan, and Mr. Tamm were of the opinion that the Chief Clerk's Manual and the Stenographers Manual might well be taken home for study but due to the fact that the Manual of Rules and Regulations contains more confidential information than the other manuals, this permission should not be applicable to the Manual of Rules and Regulations. Mr. Clegg believed that all the manuals are equally confidential and that all the employees could be entrusted equally with the information and with the preservation of the information.

The purpose for bringing up this suggestion was to provide an opportunity for study to be given to these manuals after office hours and at the homes of the clerical employees.

Those present at this Conference were Messrs. Tolson, Nathan, Quinn, Tamm, and Clegg.

Respectfully,
FOR THE CONFERENCE,

Glyde Tolson,
Chairman.

T. D. Quinn,
Secretary.

Manual of Rules &
Regulations & Manual of
Instructions are not to be
taken from office by clerical
employees. Other manual may be
taken home where desirable.

JEH

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 303,013
DATE 7/3/96 BY SP5C11AmS

cc: Mr. Quinn

66-1934-2629
ORIGINAL FILED IN

66-2554-930

RECEIVED IN DEPT. OF JUSTICE

JUN 22 1937

U.S. DEPT. OF JUSTICE

THAN
TOLSON
AND
FOUR
MADE

HN:CSH

June 1, 1937

MEMORANDUM FOR THE DIRECTOR

At a meeting of the Executives Conference held this morning, Messrs. Quinn, Clegg, Schilder, Foxworth and Nathan being present, Mr. Nathan presented the suggestion that employees of various sections of the Identification Division be permitted to take their manuals home with them, pointing out that they have no means of studying them except at home, and that while there would be the possibility of loss, there would seem to be little to be feared from the loss of these sectional manuals.

Mr. Clegg moved to amend this suggestion to include permission for field stenographers to take their field stenographic manuals home with them.

Messrs. Clegg, Schilder, Foxworth and Nathan voted in favor of this suggestion. Messrs. Quinn and Tamm voted in the negative, feeling that the contents of these manuals would no longer remain confidential, since many clerical employees live in rooming houses with employees of other governmental agencies, which would mean that the manuals would possibly be reviewed. They further felt that the manuals would be lost, even though a monthly check were made on them.

Respectfully,
For the Conference;

Clyde Tolson, Chairman,

T. D. Quinn, Secretary,

I agree with majority
OT

OK H

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/13/90 BY SP5CJ/MS

RECORDED

66-2554-730

FEDERAL BUREAU OF INVESTIGATION	
SEP 18 1937 A.M.	
U.S. DEPT. OF JUSTICE	IDENT.
TOLSON	FILE

66-1934-5629

HHC:VG

September 3, 1937.

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered and recommended favorably the suggestion of Mr. Clegg that the old office, Room No. 5231, formerly occupied by Mr. Harbo, be included as a part of Training School No. 1 and that the projection booth be installed in the next office to the rear which is Room No. 5229.

This will provide an enlargement of Training School No. 1 so that when combined classes and supervisors and officials are present there will be more room for Bureau employees and training class members.

Those present at the conference were Messrs. Tolson, Nathan, Quinn, Tamm, Schilder and Clegg.

Respectfully,

FOR THE CONFERENCE,

Glyde Tolson,
Chairman.

W. R. Glavin,
Secretary.

cc: Mr. Glavin.

RECORDED

66-2554-931

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323013
DATE 7/3/90 BY SP5C10M5

ORIGINAL FILED IN 66-1934-5630

HHC:VG

September 7, 1937

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered favorably the recommendation by Mr. Clegg that all those Special Agents in Charge, Special Agents and Technical employees, who have been previously designated and approved for instructions in the method of teaching fingerprint identification work, be instructed to report to a school for fingerprint instructors to begin on October 11, 1937.

It is estimated that the Special Agents in Charge and the Special Agents will be in Washington for a total period of two weeks. The first week will be devoted to teaching this class the fundamentals of fingerprint classification and the second week will be devoted to instructing in the methods of teaching fingerprint work. At the beginning of this phase of the training, the Special Agents in Charge and Special Agents will be joined by the designated Technical employees.

If this is approved, there is attached a memorandum for Mr. Glavin instructing that orders be issued for the attendance at this course of training of those previously designated and approved.

Those present were Messrs. Nathan, Glavin, Tamm, Schilder and Clegg.

Respectfully,

FOR THE CONFERENCE,

Clyde Tolson,
Chairman.

W. R. Glavin,
Secretary.

cc: Mr. Glavin

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/3/90 BY SP5/CLM/s

Mr. Nathan
Mr. Tolson
Mr. Baughman
Mr. Clegg
Mr. Coffey
Mr. Egan
Mr. Foxworth
Mr. Glavin
Mr. Harbo
Mr. Hottel
Mr. Lester
Mr. McIntire
Mr. Naughten
Mr. Nichols
Mr. Pennington
Mr. Schilder
Mr. Tamm
Mr. Tracy
Miss Gandy

ORIGINAL FILED IN 62-2554-932X

RECORDED

66-2554-932X

SEP 17 1937
U.S. DEPT. OF JUSTICE
TOLSON
CLEGG
PERSONNEL

August 20, 1937.

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered the suggestion made by Special Agent R. C. Eberstein that newly appointed Special Agents be assigned to Resident Agents upon reporting to the field, as it was believed that this would help break down the fear complex by having the new Agents work with the older Agents.

Mr. Tolson favored this suggestion. Mr. Nathan suggested that it be referred to the Special Agents in Charge in attendance at the conference for their opinion. The remaining members of the Conference disapproved the suggestion. It was pointed out first that the Agents should not be required to work with older Agents upon reporting to the field and the supervision which they get should come from the Special Agent in Charge and not from some recognized inferior employee who is stationed at some place remote from the headquarters city. This would not only decrease the efficiency of the supervision, but it was actually thought that there were many Resident Agents who were not at all adapted to training new Agents. The instructions which have been given to Special Agents in Charge in the past year or so have been to the effect that, when the Special Agent reports from the training school to his office, he should not be assigned to work with an older Agent except on emergency or unusual matters but should be assigned at first the simpler types of cases, one case at a time, which will receive the supervision of the Special Agent in Charge personally.

A letter is being addressed to Mr. Eberstein accordingly, if approved.

RECORDED

66-1554-933

Those present at this conference were Messrs. Tolson, Nathan, Quinn, Tamm, Schilder, and Clegg.

Respectfully,

FOR THE CONFERENCE,

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/3/96 BY SP5C110MS

CC Mr. Quinn

Clyde Tolson,
Chairman,

T. D. Quinn,
Secretary.

ORIGINAL FILED IN

66-1554-5631

AUG 28 1937

DIRECTOR
TOLSON
NATHAN
QUINN
TAMM
SCHILDER
CLEGG
EBERSTEIN

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 333,013
DATE 7/3/90 BY SP5C110ms

NOT USED

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CHANGED TO

1-3094-X97

M

WRG:MAM

September 14, 1937

MEMORANDUM FOR THE DIRECTOR

0
The Executives Conference considered a suggestion submitted by Charles R. Carson, Chief Clerk of the Indianapolis Field Office. Carson suggests that on the mailing list of field divisions, the offices be blocked off in groups of five to enable a person using the mailing list in question to follow pertinent information with less trouble.

The Conference was advised that at the present time, the mailing lists are numbered on the extreme left; that immediately preceding the office address of each division, they are again numbered, so that the various field clerks should have no difficulty in following the information across. It was further pointed out that most recent changes on the mailing lists are shown by a small circle so that a person examining the list in question should have no difficulty in determining the change reported therein. The Conference did not believe that any further changes should be made at this time.

Those present were Messrs. Clegg, Tamm, Schilder and Glavin.

Respectfully,
For the Conference,

Clyde Tolson,
Chairman.

RECORDED

W. R. Glavin,
Secretary.

66-2554-935

FEDERAL	AD OF INVESTIGATION
SEP 23 1937	
U. S. DEPARTMENT OF JUSTICE	
TOLSON	FILE
CLEGG	FOUR

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/3/90 BY SP5C110MS

ORIGINAL FILED IN 66-2554-935

September 13, 1937.

MEMORANDUM FOR THE DIRECTOR

The Executive Conference recommended as follows:

1. That the practice of forwarding to each field office, monthly, or less frequently, letters which will show the average number of cases closed per month per Agent in each office be discontinued. Recent statements made by Special Agents in Charge indicated that the practice of sending such letters was causing offices where photostat machines were located to open and close cases when the only work performed was the photostating of such material, and thus the records were being padded. Likewise, it causes Special Agents in Charge to become stampeded toward the end of the month for the purpose of closing out some cases which did not need prior attention and thus there were being neglected cases which required a more patient continuous investigation, such as bank robbery and bankruptcy cases. It is believed this is done in order to avoid getting a letter from the Bureau pointing out that the office ranked relatively low in the number of cases closed per Agent during any given month.

It was pointed out that such letters, in fact, meant nothing unless it was to stampede Special Agents in Charge to close out some short cases, which could be briefly handled, while other cases which should be given previous consideration were being neglected, and would remain in a delayed status.

It was, therefore, unanimously recommended that such letters be discontinued.

2. A Special Agent in Charge recently advised that the Bureau had forwarded to the field a letter which showed the average number of assigned cases per Agent. It was pointed out that even an experienced Special Agent in Charge like Mr. Conroy, had made suggestions to some of the newer Special Agents in Charge, that a certain number of cases should be assigned to each Special Agent. This, of course, gave no consideration to the type of case or the fact that one case might involve six months' work by several Agents and forty cases, both active and inactive, might involve only ten days' work by one Agent. Therefore,

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DATE 7/3/96 BY SP5C/10ms

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H. J. Gandy

66-2554-935X
ORIGINAL FILED

September 13, 1937.

it was not believed that if such letters were being forwarded that they would serve any purpose other than to mislead the Special Agents in Charge or to cause them to do as one Special Agent in Charge was found to be doing upon inspection, namely, assigning an Agent a certain number of cases and then giving him some additional work which was not, in fact, assigned to him, in order to keep from going over the suggested average number of cases which were to be assigned to any one Agent. This was believed to be undesirable, and it was recommended that no such letter be forwarded to the field in the future unless in some special instance wherein a specific reason exists.

3. The Conference unanimously recommended that Special Agents in Charge be required to include in the appropriate column, already provided for that purpose, the total number of days' work assigned to each Special Agent in the office, for the reason that this, rather than the number of cases, was a more accurate gauge of the amount of work assigned to each Special Agent, and would, therefore, provide the Bureau with an estimate that will be a better estimate than the number of active and inactive cases assigned, with reference to the amount of pending work assigned to each Agent, and the total amount of pending work in a field office.

It was realized that there would be a variable standard by Special Agents in Charge in submitting this data but to require its submission would, first, require that the Agents in Charge obtain this information for their own benefit, and, secondly, would serve both the Agent in Charge and the Bureau with a more accurate basis for estimating the amount of work assigned to each man and the amount of work pending in each office.

It was recommended that there likewise be shown on the monthly administrative report submitted by each field office, the total number of delinquent cases, both assigned and unassigned, which would point out to the Special Agent in Charge and to the Bureau something with reference to the condition of the pending work in the field office.

All those present, being Messrs. Tamm, Glavin, Schilder, and Clegg, favored the above recommendations.

Respectfully,
FOR THE CONFERENCE,

Glyde Tolson,
Chairman,

CC: Mr. Glavin

W. R. Glavin,
Secretary.

EAT:ODW

August 16, 1937.

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered the suggestion of Mr. Harbo that the Bureau obtain copies of daily, weekly and other periodical bulletins published by Police Departments and State Bureaus and abstract therefrom data concerning stolen property in order that the property might be indexed in the National Stolen Property File.

The Conference is of the opinion that this suggestion should not be adopted at this time for the following reasons: First, the personnel requirement to handle a project of this kind is not available; second, the descriptions of stolen property appearing in these bulletins are usually of a very general nature, and not sufficient for indexing in the National Stolen Property File; third, the National Stolen Property File is growing substantially, it being noted that there were approximately 67,000 items indexed at the time of this inquiry, all of which are susceptible of identification because of the descriptive data recorded. The Conference believes that the continuation of the method now being followed in connection with the National Stolen Property File will result in a reservoir of more accurate information than if this information is abstracted from the bulletins distributed by various Police Departments and other law enforcement agencies. Fourth, a Committee is presently attempting to draw up a standard form which may be utilized by Police Departments and others in recording stolen property, and it is the Conference's opinion that when this form has been perfected and adopted and distributed to Police Departments and others, those items of property which are susceptible of accurate description will be recorded on the cards or forms furnished and transmitted to the Bureau to be indexed.

For the reasons outlined above, the Conference does not recommend the adoption of Mr. Harbo's suggestion at this time.

Those in attendance were Messrs. Nathan, Tolson, Schilder, Glavin and Tamm.

Respectfully,
For the Conference,

EXCERPTED

CLYDE TOLSON,
Chairman.

66-2554-936

SEARCHED	INDEXED
SERIALIZED	FILED
AUG 17 1937	
FBI - NEW YORK	

SECRETARY

333013
7/13/96 SP5C110ms

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NOTED
66-2554-137

CHANGED TO

1-2-77-X/1

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 7/3/90 BY SP5C11DMS

August 17, 1937.

MEMORANDUM FOR THE DIRECTOR

6
The Executive Conference considered a question as to the procedure to be followed in recording statistical data in those cases in which a subject receives a suspended sentence and is placed on probation at the time of conviction, and appropriate statistical record made; thereafter the probation being revoked and the individual given an actual sentence of imprisonment.

The Conference recommends that in those cases in which a revised sentence is imposed in a different fiscal year than the sentence previously recorded, no effort should be made to revise the previous statistics, but the new sentence should be recorded in the same manner as if it were an additional conviction. In those cases, however, in which the revised sentence is imposed in the same fiscal year as the original sentence, a notation should be placed on the green abstract slips which are prepared to record statistical data to the effect that the sentence recorded constitutes a revised sentence and modifies the sentence previously recorded. In the case indicated, when the revised statistical slips are received in the Chief Clerk's Office, an appropriate adjustment will be made in the statistical record.

Respectfully,
For the Conference,

CLYDE TOLSON,
Chairman.

T. D. QUINN,
Secretary.
RECORDED

Those in attendance were Messrs. Nathan, Tolson, Schilder, Glavin and Tamm.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/13/90 BY SP5CJL/MS

66-2554-933

DEPARTMENT OF J

WOLSON
ONE
FOUR
12 SEPT

HHC:VG

July 25, 1937.

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered the revision of the list of visiting lecturers before the FBI National Police Academy. Those present were Messrs. Tolson, Quinn, Nathan, Tamm, Schilder, and Clegg.

It was unanimously agreed that all of those listed as current lecturers before the Academy should be continued on the list of visiting lecturers, as follows:

Dr. Earl C. Arnold
Lieutenant Colonel A. J. Drexel Biddle
Colonel Lynn C. Black
Mr. Sherwood Brockwell
Mr. Cornelius Cahalane
Professor Albert Coates
Mr. Courtney Ryley Cooper
Mr. Frank Cushman
Mr. Maxwell Halsey
Major Julian S. Hatcher
Dr. Edgar C. Higbie
Judge Alexander Holtzoff
Mr. E. K. Jett
Mr. Robert Livingston Johnson
Mr. Paul G. Kirk
Mr. Donald Leonard
Dr. A. Magruder MacDonald
Mr. Burton Marsh
Mr. George Z. Medalie
Mr. Bruce Smith
Dr. Herbert J. Stack
Reverend E. A. Walsh
Dr. John Bertram Whitelaw
Dr. R. W. Wood

American Red Cross representative "First Aid"

Prof Raymond Moley

Of those lecturers who have previously lectured before the Academy on one or more occasions, and whose lectures are

INDEXED

66-2554-939

SEP 24 1937 P.M.

U.S. DEPARTMENT OF JUSTICE
FOLSON
CLEGG
RHS. DIV. OF INVESTIGATION
FOUR
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FILE

ORIGINAL FILED IN 66-2554-939

July 25, 1937.

considered of but little or certainly of limited value, it was recommended that the following be continued on the list of visiting lecturers in the booklet relating to the Bureau's training schools:

- Mr. J. P. Allran, Commissioner of Police, Chicago, Illinois, Police Department.
- Mr. Lawrence J. Benson, General Superintendent of Police, Chicago, Milwaukee, St. Paul and Pacific Railroad.
- Mr. George W. Buzby, Protective Section, Association of American Railways, Philadelphia, Pennsylvania, and Superintendent of Police, Pennsylvania Railroad.
- Mr. John A. Greening, Chief of Berkeley, California, Police Department.
- Dr. George Burgess Magrath, formerly Medical Examiner, Suffolk County, Massachusetts.

It was further agreed that Mr. L. V. Jenkins, Commissioner and Inspector of Police, Portland, Oregon, be continued until the termination of his presidency of the I. A. C. P in October, after which his name should be deleted.

With reference to Mr. John Jay McKelvey, private attorney of New York City and author of the Hornbook Series on "Evidence", Messrs. Quinn, Tolson, Schilder and Clegg recommended that he be dropped from the list; Messrs. Nathan and Tamm recommended that he be continued. The recommendation for his continuance was based upon the alleged importance of his name in the field, and the recommendation that his name be dropped was based upon the negative character of his instruction and the private character of his business; also, the further fact that comments have been heard that his book on "Evidence" is merely a recapitulation of Dean Pound's lectures at Harvard.

Mr. Schilder was of the opinion that Mr. Edward T. Burke, formerly Superintendent, Identification Bureau, Rochester, New York, Police Department, and Mr. Andrew J. Kavanaugh, former president of the International Association of Chiefs of Police, be retained on this list until after the convention of the I. A. C. P.

July 25, 1937.

It was further recommended by the Conference that the following names be added to the list of visiting faculty members:

Commissioner Malrooney, who, although invited, was unable to accept but indicated that he would be pleased to lecture at some later date.

Chief of Police Kluchesky, of Milwaukee, Wisconsin, who has recently lectured.

Superintendent Edward J. Kelly, of the Rhode Island State Police, who faithfully attends the Commencement Exercises.

Judge Harold Stevens, formerly in charge of the Anti-trust Division of the Bureau, and presently a local judge.

Mr. Bennett, Director, Bureau of Prisons, who would lecture on "Penology".

Mr. Schilder recommended the addition of the name of Major Ernest N. Brown of the Washington Police Department, to lecture on the subject "Crime Prevention". All others present voted in opposition to this recommendation.

It was recommended that the following names be dropped from the list of visiting faculty members:

Professor Felix Frankfurter
Dr. Horace M. Taylor
Professor August Vollmer

The above-named have each been invited to lecture, but have never been present.

It was recommended that the following, who have previously lectured, be deleted:

Mr. Edward F. Burke, presently with the Eastman Kodak Company
Mr. Andrew J. Kavanaugh, former president of the I. A. C. P.

(As stated above, Mr. Schilder was of the opinion these two names should be retained on the list until after the convention of the I. A. C. P.)

Memo for the Director

- 4 -

July 25, 1937.

Lieutenant Frank M. Kreml, who has lectured on "Traffic".
Mr. V. A. Leonard, Superintendent, Identification Bureau
of the Fort Worth, Texas, Police Department.
Mr. Edward A. Mitte, Inspector and Director of Traffic,
Detroit, Michigan, Police Department.
~~Professor Raymondoley, of Columbia University~~
Mr. James T. Sheehan, Boston, Massachusetts, Police Depart-
ment; former president of the FBI National
Police Academy Associates.
Mr. Clyde Smith, Director of Licensing and Enforcement
Division, Pennsylvania State Liquor Con-
trol Board.
Dr. Jesse Peiring Williams, Professor of Physical Education,
Teachers College, Columbia University.

It was recommended that the following be continued on the
list of visiting faculty members, although they have lectured only
once. It is thought their lectures were beneficial, and these
names should be held in reserve.

Professor Thurman W. Arnold
Dr. Arthur L. Beeley
Mr. Thomas P. Brophy
Dr. Alexander H. Gettler
Dr. William Healy
Dr. E. K. Marshall
Dr. Mark A. May
Dr. Elton Mayo
Dr. Miller McClintock
Dr. J. J. E. Morgan
Dr. Robert Olsen
Dr. Joseph Eastman Sheehan

If this is approved, a revised list of the visiting
lecturers will be prepared for inclusion in the booklet on the
Bureau's training schools.

Respectfully,

FOR THE CONFERENCE,

Clyde Tolson,
Chairman.

T. D. Quinn,
Secretary.

cc: Mr. Quinn

WRG:A

September 23, 1937.

MEMORANDUM FOR THE DIRECTOR.

The Executive Conference considered the suggestion submitted by Dwight L. McCormack of the Detroit Office under date of September 19, 1937.

Agent McCormack suggested the Bureau give consideration to the gathering of data relating to criminal historical data from all parts of the United States. He points out that little record is maintained of the old criminal gangs of bankrobbers and highwaymen and believes that if such data were gathered together it would furnish a historical link with the modern criminal and would be well kept for posterity.

The Conference was unanimously opposed to having any definite assignment set up to collect such data, it being pointed out that the Research Division is glad to secure such data when available. It is further the opinion of those present that Special Agent McCormack should be advised that the Bureau would be pleased to receive any history of any gangs which he may have in his possession.

Those present were Messrs. Clegg, Schilder, Tamm and

Glavin.

Respectfully,
For the Conference.

Clyde Tolson,
Chairman.

RECORDED

W. R. Glavin,
Secretary.

66-2554-940

FEDERAL BUREAU OF INVESTIGATION

SEP 25 1937 A.M.

U. S. DEPARTMENT OF JUSTICE

DIRECTOR TOLSON CLEGG TAMM REB. DIV.

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DATE 7/3/90 BY SP5C11am5

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94-4-1021-1

W

- Mr. Nathan
- Mr. Tolson
- Mr. Baughman
- Mr. Clegg
- Mr. Coffey
- Mr. Crowl
- Mr. Egan
- Mr. Foxworth
- Mr. Glavin
- Mr. Harbo
- Mr. Hottel
- Mr. Lester
- Mr. McIntire
- Mr. Naughton
- Mr. Nichols
- Mr. Pennington
- Mr. Schilder
- Mr. Tamm
- Mr. Tracy
- Miss Gandy

HHC:BG

September 20, 1937.

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered the request of Chief of Police O. W. Wilson of Wichita, Kansas, for representatives of the Bureau to deliver lectures at the Kansas Police School which is sponsored by the State Board for Vocational Education in cooperation with the League of Kansas Municipalities and Wichita University. The lectures are:

Wednesday and Thursday, November 10 and 11, 1937

2 hours each day on the subject, "Raids," to be given to different groups

Tuesday and Wednesday, November 16 and 17, 1937

2 hours each day on the subject, "Toxicology and Chemistry, including Blood Tests, Nitrate Tests and the Use of Ultra-Violet Light, Spectrograph, X-ray and Polarized Light in Criminal Investigations," to be given to different groups

2 hours each day on the subject, "Sound Recording, Sound Amplifying Equipment, Wire Tapping and Other Electrical and Sound Equipment," to be given to different groups

Thursday and Friday, November 18 and 19, 1937

3 hours each day on the subject, "The Jurisdiction of the Federal Bureau of Investigation," with a discussion of Federal Laws under the Bureau's jurisdiction, to be given to different groups

3 hours each day on the subject, "Interviews, Pretexts and Confessions," to be given to different groups

It was specifically requested that Mr. Coffey and Mr. Lester be given consideration for these assignments although the matter of assignment was left entirely in the hands of the Bureau. It was estimated that more than one hundred law enforcement officers would be present.

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FEDERAL BUREAU OF INVESTIGATION	
SEP 23 1937	
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9-20-37.

The Executive Conference recommended, in view of the splendid cooperation received by Special Agents of this Bureau from the Wichita Police Department at Wichita, Kansas, and in view of the effects of this police course, that the Bureau participate in this school with the assignment of competent lecturers.

It was recommended that Mr. Reinecke give the lectures on "Raids," "The Jurisdiction of the FBI," and "Interviews, Pretexts and Confessions." Mr. Coffey was recommended to give the lectures on "Toxicology and Chemistry, etc." and "Sound Recording and Sound Amplifying Equipment, etc." but since he will not be available, he suggests Mr. Donaldson is qualified to give the former lecture and Mr. Conrad the latter. If this is approved, there are attached hereto letters to Chief Wilson and Mr. Reinecke, and memoranda addressed to Mr. Donaldson and Mr. Conrad.

Those present were Messrs. Glavin, Tamm, Schilder and Glegg.

Respectfully,

FOR THE CONFERENCE,

Clyde Tolson,
Chairman.

W. R. Glavin,
Secretary.

cc-Mr. Glavin.

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September 23, 1937

66-2554-943

RECORDED

Special Agent in Charge,
Louisville, Kentucky.

Dear Sir:

Reference is made to your letter dated September 9, 1937, in which you make inquiry concerning the advisability of receiving teletype messages from the Kentucky State Highway Patrol.

The Bureau is of the belief that, when the Kentucky Highway Patrol has information which is or may be of value in connection with cases under the jurisdiction of the Bureau, such messages may be received, of course, by teletypewriter in the Louisville office and should be forwarded collect by the Kentucky Highway Patrol in the same manner in which the Bureau receives from police officials and United States Attorneys collect telegrams and telephone calls concerning matters within the Bureau's jurisdiction.

The Bureau likewise has no objection to your receiving by prepaid teletypewriter message from the Kentucky Highway Patrol inquiries relating solely to state matters.

Very truly yours,
For the Director,

Harold Nathan,
Assistant Director.

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66-2554-37

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September 20, 1937

MEMORANDUM FOR THE DIRECTOR

The ⁰Executive Conference considered the inquiry of the Louisville office as to whether the Bureau's office in Louisville might receive prepaid messages by teletypewriter from the Kentucky Highway Patrol when that organization forwards information with reference to a case in which the Bureau is interested.

The Conference is of the opinion that, in the event a case is within the jurisdiction of the Bureau, such messages would be welcomed, of course, and should be sent collect. The Conference likewise agrees that the Louisville office might properly receive from the Kentucky Highway Patrol prepaid teletype inquiries relating solely to state matters.

If this is approved, a letter is being dispatched to the Louisville Office accordingly.

Those present were Messrs. Glavin, Lamm, Schilder and Glegg.

Respectfully,

FOR THE CONFERENCE

Clyde Tolson,
Chairman,

W. R. Glavin,
Secretary.

cc Mr. Glavin

RECORDED

66-2554-943

BUREAU OF

SEP 28 1937

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ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323013
DATE 7/3/90 BY SP5C110MS

ORIGINAL FILED IN 62-34093-37

COPY

775 Starks Building
Louisville, Kentucky

September 9, 1937

Director
Federal Bureau of Investigation,
Washington, D. C.

Dear Sir:

Receipt is acknowledged of your letter of August 27, 1937, advising that the Bureau is conducting a ninety day experiment by which prepaid messages sent by the Massachusetts State Police will be accepted at each Bureau Field Office.

I had a very recent talk with Superintendent E. O. Huey, of the Kentucky Highway Patrol, and he informs me that they are reorganizing their forces and expect to have ten districts located throughout the State, and each division headquarters there will be teletype machine to receive messages. Colonel Huey, at this time, inquired of me whether it would be possible for his teletype operators to contact the Louisville Office by teletype, the State, of course, prepaying all messages.

Colonel Huey had in mind that instead of his division chiefs calling the Louisville Office by telephone relative to the apprehension of some person with a stolen car, or being a suspect in some important case, that his division chiefs contact this office by teletype and submit the same information that would have been submitted over the telephone.

Would the Bureau please advise whether there is any objection to the Kentucky State Highway Patrol contacting this office through the teletype machine.

Very truly yours,

(S) J. E. DEWEY,
Special Agent in Charge

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ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 7/3/90 BY SP5C110ms

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FEDERAL BUREAU OF INVESTIGATION
SEP 28 1937
U. S. DEPARTMENT OF JUSTICE
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62-34073-37

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Post Office Box #2344
Boston, Massachusetts

September 14, 1937

Director,
Federal Bureau of Investigation,
Washington, D. C.

Re: BUREAU AUTOMOBILES

Dear Sir:

There is attached hereto a form entitled "ESTIMATE OF REPAIRS TO BE MADE ON BUREAU AUTOMOBILE" prepared by Special Agent W. J. West for the purpose of obtaining estimates on the cost of repairs to Bureau automobiles. It is believed the use of these forms will serve to exercise a control over the cost of repairing Bureau automobiles and to assist in maintaining the expense thereof at a minimum.

It is believed the Bureau may be interested in the contents of this form for the purpose of having similar forms utilized in other field divisions.

Very truly yours,

E. A. SOUCY,
Special Agent in Charge.

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FEDERAL BUREAU OF INVESTIGATION
SEP 27 1937 A.M.
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HEREIN IS UNCLASSIFIED 323,013
DATE 7/3/90 BY SP5C/LMS

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WRG:A

September 22, 1937.

MEMORANDUM FOR THE DIRECTOR.

K
The Executive Conference considered the suggestion submitted by SAC Soucy of the Boston Office under date of September 14, 1937.

SAC Soucy submitted a form entitled "Estimate of Repairs to be Made on Bureau Automobiles" stating that the using of these forms would serve to exercise a control over the cost of repairing Bureau automobiles and assist in maintaining the expense thereof at a minimum.

The Conference was advised by Mr. Glavin that the Chief Clerk's Office knew of no reason why such a form should be maintained by the various field offices. It was pointed out that all repairs at the present time are made under contract and that the SAC should, without the necessity of any form, be able to ascertain whether the repairs being made are necessary and whether the prices charged are exorbitant. The Conference was of the opinion that the form mentioned would just be another form to ~~be~~ confound the field office personnel.

Respectfully,
For the Conference

Clyde Tolson,
Chairman.

W. R. Glavin,
Secretary.

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66-2554-944

FEDERAL BUREAU OF INVESTIGATION	
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DATE 7/3/90 BY SP5CJ/OMS

EAT:CDW

September 16, 1937.

MEMORANDUM FOR THE DIRECTOR

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The Executive Conference considered the attached suggestion that all field divisions be furnished with rubber gloves, and was of the opinion that no general instructions to this effect should be issued, but that if any Agent in Charge wrote in for this equipment, it should be furnished to him.

Those in attendance were Messrs. Glavin, Schilder, Clegg and Tamm.

Respectfully,
For the Conference,

CLYDE TOLSON,
Chairman.

W. R. GLAVIN,
Secretary.

66-2554-945

FEDERAL BUREAU OF INVESTIGATION

SEP 29 1937 P.M.

U.S. DEPT. OF JUSTICE

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September 15, 1937

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered the recommendation of Mr. Goudge that medicine balls be used in the gymnasium as a part of the regular course of physical training.

In accordance with Mr. Clegg's instructions to Mr. Goudge, that no medicine balls or any other type of ball be used during the course of the physical exercises, these medicine balls have not been listed for a considerable period of time and Mr. Goudge expresses the opinion that by failing to use this equipment a valuable means of exercise is being neglected.

The Conference concurred with the recommendation of Mr. Goudge and recommended that the use of medicine balls be permitted under the strict supervision of Mr. Goudge.

Those present were Glavin, Tamm, Schilder, Nathan, and Clegg.

Respectfully,

FOR THE CONFERENCE,

Glyde Tolson,
Chairman.

W. R. Glavin,
Secretary.

cc: Mr. Glavin.

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HEREIN IS UNCLASSIFIED 323013
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SEP 16 1937

U. S. DEPT. OF JUSTICE

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ORIGINAL FILED IN

66-4942-517

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September 17, 1937.

See

MEMORANDUM FOR THE DIRECTOR.

The Conference considered a suggestion contained in Mr. Coffey's memorandum to Mr. Nathan dated September 13, 1937, relative to the monthly meeting of the members of the Laboratory staff.

The laboratory examiners suggested that document examiners be allowed to purchase short coats for use during the business day. It was pointed out that document examiners sit at their desks during the entire working day and as a result the long laboratory coats presently being worn become very wrinkled and unsightly. The Conference was advised by Mr. Glavin that it is necessary for these examiners to purchase their own coats.

It is the recommendation of the Conference that present instructions be amended to permit the document examiners to purchase short coats, previous instructions relative to long coats being continued with reference to the other examiners presently assigned to the Laboratory.

Those present were Messrs. Tamm, Clegg, Schilder and Glavin.

Respectfully,
FOR THE CONFERENCE,

Clyde Tolson,
Chairman,

W. R. Glavin,
Secretary.

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66-2554-947
FEDERAL BUREAU OF INVESTIGATION

OCT 4 1937 P.M.

U.S. DEPARTMENT OF JUSTICE

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TOLSON

ORIGINAL FILED IN 66-2554-947

NEG:RML

September 10, 1937.

See

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered the advisability of discontinuing the code word which prefaces all of the telegram and teletype messages forwarded and received by the Bureau and its various field divisions.

You will recall that about a year and a half ago it was deemed desirable to incorporate a code word as the first word of a message so that it might be definitely ascertained that this message was being sent and received intra-Bureau. It is not believed that at the present time this code word "phone" serves any useful purpose and it is the unanimous recommendation of the conference that its further use be dispensed with.

Those present were Messrs. Tamm, Clegg, Schilder and Glavin.

Respectfully,
For the Conference,

Clyde Tolson,
Chairman.

W. R. Glavin,
Secretary.

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FEDERAL BUREAU OF INVESTIGATION	
OCT 15 1937 P.M.	
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ALL INFORMATION CONTAINED
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ORIGINAL FILED IN 66-679-172

JOHN EDGAR HOOVER
DIRECTOR

Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.

HN:CSH

September 4, 1937

MEMORANDUM FOR THE DIRECTOR

Wm.
The Executives Conference, at a meeting held this morning, Messrs. Clegg, Schilder, Tamm, Glavin and Nathan being present, considered further (having previously passed thereon) Bureau letter of July 9, 1937 to the Inspector General in charge of the Criminal Police Service, at Paris, France. This letter referred to investigative inquiries which the Bureau had instituted in various sections of the United States on the basis of lists of names furnished by the Paris officials, and requested that the Bureau be informed as to the number and nature of future inquiries which would be received, and as to the nature of the criminal proceedings pending against the various individuals concerning whom information was requested. On August 11th, no reply having been received to Bureau letter of July 9th, a further communication was addressed to the Paris officials, and on the same date instructions were issued that no more replies should be forwarded to this official, in connection with the lists of names, until a reply to Bureau letter of July 9th was received from him.

No reply has as yet been received. Accordingly, the Conference approved the suggestion that investigative inquiries, as well as replies relative thereto, cease until this official has responded to Bureau communication of July 9th.

Respectfully,
For the Conference,

Clyde Tolson, Chairman

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W. R. Glavin, Secretary

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FEDERAL BUREAU OF INVESTIGATION

OCT. 6 1937 A. M.

U. S. DEPARTMENT OF JUSTICE

NATHAN
TOLSON
Clegg
Glavin
Ladd
Nichols
Rosen
Tracy
Harbo
Mohr
Tele. Rm.
Mr. Nease
Miss Gandy

IDENT. UNIT
REC'D. DIVISION
FILE

Mr. Nathan
Mr. Tolson
Mr. Baughman
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Harbo
Mr. Hottel
Mr. Lester
Mr. McIntire
Mr. Naughton
Mr. Nichols
Mr. Pennington
Mr. Schilder
Mr. Tamm
Mr. Tracy
Miss Gandy

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66-20048-326X
66-2765-179X
62-8923-924X

September 7, 1937.

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered a suggestion submitted by Mr. Nichols of the Research Division relative to placing on the Bureau's mailing list all Federal Judges, except those who are known to be unfriendly to the Bureau.

The Conference is of the opinion that all Judges, whether they be friendly to the Bureau or not, be included on the Bureau's mailing list, these Judges to include those of the District of Columbia bench.

Members present were Messrs. Clegg, Nathan, Tamm, Schilder and Glavin.

Respectfully,
For the Conference.

Clyde Tolson,
Chairman.

N. E. Glavin,
Secretary.

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FEDERAL BUREAU OF INVESTIGATION
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August 31, 1937.

See

MEMORANDUM FOR THE DIRECTOR

174
The Executive Conference considered Mr. Coffey's memorandum of August 25, 1937, advising that four men are trained twice each year by the Navy Department in courses of photography, and advising that Lieutenant F. J. Bell, of the Training Division of the Navy Department, had inquired as to the possibility of these four men being given instructions in the development and photographing of latent fingerprints for a period of approximately one week during each of their sessions. This would involve the training of four men for a total period of one week twice a year.

Mr. Coffey believed that they could be handled satisfactorily in the laboratory, and the Executive Conference approved this idea.

There is attached a memorandum to Mr. Coffey to this effect, if approved.

Those present were Messrs. Nathan, Tamm, Quinn, Schilder, and Glegg.

Respectfully,
FOR THE CONFERENCE,

Clyde Tolson,
Chairman,

W. A. Glavin,
Secretary.

CC: Mr. Glavin.

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ALL INFORMATION CONTAINED
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FEDERAL BUREAU OF INVESTIGATION	
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September 15, 1937

MEMORANDUM FOR THE DIRECTOR.

RE: Supervisor of Bureau Communications.

The Conference recommended that Mr. Coffey be designated Supervisor of Bureau Communications in order to make him eligible to join the Associated Police Communication Officers.

If this recommendation is approved Mr. Coffey will submit a personal application for membership in the A.P.C.O.

Those present at the Conference were Messrs. Tamm, Clegg, Glavin, Schilder, and Coffey.

Respectfully,

Clyde Tolson,
Chairman.

W. R. Glavin,
Secretary.

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WRG:atw

September 14, 1937

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered a suggestion contained in a memorandum dated September 4, 1937, made by Special Agent Clegg of Birmingham that consideration be given to the opening of an office at Jackson, Mississippi to handle the State of Mississippi.

You will recall that the Conference considered this matter under date of March 2, 1937 and at that time a report was made as follows:

"The survey was made with the thought in mind of possibly recommending an office be opened in the State of Mississippi, but the Conference felt that in view of the fact that there are only 75 general cases pending in the Southern Judicial District of Mississippi and 248 war risk insurance cases, making a total of 323 cases, and 55 general cases pending in the Northern District of Mississippi and 283 war risk insurance cases, making a total of 338 cases; it would not be justified in recommending the opening of an office in that state in view of the fact that the bulk of the work pertains to war risk insurance cases and further, in a previous recommendation, the Conference recommended that the Northern Judicial District of Mississippi be placed under the new office to be opened at Memphis if you approve." This Conference memorandum was approved by you under date of March 11, 1937.

The Conference is still of the opinion that the work in the State of Mississippi does not justify the opening of an office in that state at the present time.

Respectfully,
FOR THE CONFERENCE,

Clyde Tolson,
Chairman,

E. R. Glavin,
Secretary.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 333,013
DATE 7/3/90 BY SP5C/oms

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FEDERAL BUREAU OF INVESTIGATION	
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EAT:CDW

September 15, 1937.

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered the attached bulletin dealing with the furnishing of smooth-finish photographs to field offices for use in connection with fugitive investigations, and was in favor of its submission to the field.

Those in attendance at this session of the Executive Conference were Messrs. Glavin, Schilder, Tamm and Clegg.

Respectfully,
For the Conference,

CLYDE TOLSON,
Chairman.

T. D. QUINN,
Secretary.

RECORDED

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323013
DATE 7/3/90 BY SP5CJL/MS

66-2554-953	
FEDERAL BUREAU OF INVESTIGATION	
OCT 9 1937 A. M.	
U. S. DEPARTMENT OF JUSTICE	
TOLSON	CLEGG
GLAVIN	TAMM
QUINN	FUGITIVE

ORIGINAL FILED IN 62-122-301

HHC:EG

September 23, 1937.

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered the inquiry of Camp Educational Adviser W. R. Carder of the Civilian Conservation Corps at Morrison, Colorado. He inquired as to whether the Bureau would train ten or twelve men, attached to his camp, who desire to study fingerprint identification methods.

The Conference believes it is inadvisable to give this type of training to any persons other than those engaged in law enforcement work. If this is approved, a letter to Mr. Carder is being prepared accordingly.

Those present were Messrs. Tamm, Schilder and Clegg.

Respectfully,

FOR THE CONFERENCE,

Clyde Tolson,
Chairman.

W. R. Glavin,
Secretary.

cc-Mr. Glavin

RECORDED

66-2554-954	
FEDERAL BUREAU OF INVESTIGATION	
OCT 6 1937 A.M.	
U. S. DEPARTMENT OF JUSTICE	
TOLSON	FILE
CLEGG	
ADJUTANT GENERAL	

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/3/96 BY SP5CJ/DM5

ORIGINAL FILED IN 32-17337-119

September 25, 1937.

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered the revision of Section 29 of the Manual of Instructions dealing with the "care of firearms equipment and firearms training". The Conference unanimously approved the amendments and changes in accordance with the attached draft of this section of the Manual.

The Conference also recommended that consistent with the changes in the Manual of Instructions attached hereto, present Section 104-A of the Manual of Rules and Regulations be amended in accordance with the attached draft.

Also attached hereto is a memorandum addressed to Mr. Glavin, in the event this is approved, instructing that an adequate supply of firearms and scientific training cards and field firearms record cards be printed for distribution to each field office.

It is also recommended that, since Mr. Gurnea has advised that the autoloading shotgun with which each field office is presently equipped, is a dangerous weapon in view of the fact that it is continuously loading, which varies from the status of the magazine pumpgun; and, since it more frequently "jams" than does the pumpgun, it should be declared an unsatisfactory weapon and should be discontinued from the items of equipment issued to field offices; that only the pumpgun be used in each field office in the future.

Mr. Gurnea pointed out that an anticipatory supply of pumpguns had already been received by the Bureau and was available in the Bureau in Washington, and recommended that with this reserve supply of pumpguns, the sum total of all the pumpguns possessed by the Bureau be considered in reallocating to the various offices an adequate supply of these weapons; that all autoloading shotguns be brought into the Bureau as a reserve supply of firearms equipment until a more suitable distribution of such equipment could be determined.

At all events, it was recommended that the use of shotguns, concerning which very poor scores were being made as a general rule

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U. S. DEPARTMENT OF JUSTICE

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DATE 7/3/90 BY SP5C110ms

Mr. Nathan.....
Mr. Tolson.....
Mr. Baughman.....
Mr. Clegg.....
Mr. Coffey.....
Mr. Crowl.....
Mr. Egan.....
Mr. Foxworth.....
Mr. Glavin.....
Mr. Harbo.....
Mr. Hollis.....
Mr. Lester.....
Mr. McIntire.....
Mr. Naughten.....
Mr. Nichols.....
Mr. Pennington.....
Mr. Schilder.....
Mr. Tamm.....
Mr. Tracy.....
Miss Gandy.....

ORIGINAL FILED IN

66-1934-5633X

Memo. for the Director.

- 2 -

September 23, 1937.

throughout the field, be limited to one weapon, ie, the pumpgun, so that all Special Agents could become expert in its use and there would be no further occasion for practicing with the autoloading shotgun which is considered an undesirable weapon as above described.

Mr. Gurnea is of the opinion that no new equipment will have to be purchased beyond that presently possessed by the Bureau in order to comply with this suggestion. Mr. Tamm, Mr. Schilder and Mr. Clegg agreed with the suggestion and recommended accordingly. Mr. Glavin recommended, in view of the fact that no more accidents were being reported from the use of the autoloading shotgun than from the use of the pumpgun, that it would serve a satisfactory purpose until all such weapons become obsolete; and further, the accumulation of these weapons in Washington would create a reserve supply of firearms in which the Special Agents had received no recent training, and Mr. Glavin was further of the opinion that it might be necessary to purchase some additional equipment.

In the event the majority of opinion which concurred with Mr. Gurnea is approved, there is attached hereto a memorandum addressed to Mr. Glavin, Mr. Gurnea and the Chief Clerk of the Bureau, asking that all autoloading shotguns be ordered in from the field offices and that, following a conference between Mr. Glavin and Mr. Gurnea, there be a reallocation of the pumpguns, possessed by the Bureau in order to meet the needs of the field offices.

Those present in this Conference were Messrs. Glavin, Tamm, Schilder and Clegg.

Respectfully,
For the Conference,

Clyde Tolson,
Chairman,

W. R. Glavin,
Secretary.

Enclosure

EPG:ON

September 16, 1937.

MEMORANDUM FOR THE DIRECTOR.

Re: Marihuana.

The Conference considered Mr. Coffey's recommendation to the effect that now that Congress has enacted legislation controlling the sale and use of marihuana and delegated the duty of investigating and detecting violations of the regulatory law to Narcotics Commissioner Anslinger, in the future if requests for examinations of marihuana are received in the Bureau's laboratory from police authorities, they be referred to the Narcotics Bureau. Mr. Coffey pointed out that requests for the analysis of other narcotics have in the past always been referred to the Narcotics Bureau. This applies to single requests for examinations of the drug and Mr. Coffey suggested that if the examination of the marihuana is merely incidental to a number of other examinations and analyses being made in one particular case, the whole be handled in the Bureau's laboratory in so far as possible.

The Conference approved these suggestions and further recommended that Commissioner Anslinger be advised by letter that in the future requests for examinations of marihuana received from police authorities would be referred by this Bureau to his department and that if marihuana was examined in connection with other matters in the Bureau's laboratory his department would be furnished information concerning the submission of the drug by the police authority.

Subject to your consideration a letter to this effect is attached hereto addressed to Commissioner Anslinger.

Those in attendance at the conference were Messrs. Tamm, Clegg, Glavin, Schilder, and Coffey.

RECORDED

INDEXED

Respectfully,

Clyde Tolson,
Chairman.

W. R. Glavin,
Secretary.

66-2554-955

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NATHAN
CLERK
JUL 16 1937
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ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 333,013
DATE 7/3/90 BY SP5-110m3

ORIGINAL FILED IN 19-0-1669

Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.

RH:LBS

September 14, 1937.

MEMORANDUM FOR MR. TOLSON

Get Harbo

In compiling statistical information from current fingerprint arrest records, the Statistical Section does not employ commitment prints. This is in line with the theory that there are three distinct types of crime statistics, namely, police, court and prison, and that each type should be segregated from the others. However, there probably are many instances throughout the country wherein the persons arrested are not fingerprinted until they are lodged in the county or city jail. Therefore, the print received by the Bureau indicates that it is received from the city or county jail and because of the rule that commitment prints are not used in most instances such prints have not been referred to the Statistical Section. However, such prints received from the District of Columbia Asylum and Jail have generally been referred to the Statistical Section and have been employed. In view of the fact that there may be a rather large number of records received from county and city jails which in effect are equivalent to arrest records, it is recommended that the Identification Division be requested to route to the Statistical Section all prints from city or county jails with a view to their use in compiling data concerning the number of persons arrested and fingerprinted. If this is done, the Statistical Section will make a careful examination to ascertain the approximate number of additional records thus made available and will make such additional examinations as may be of assistance in determining whether it will be desirable as a permanent procedure to have prints from city and county jails referred for statistical handling.

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Respectfully,

R T Harbo

R. T. Harbo.

Eyes Conf Memo for the Director
9-22-37
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ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/3/90 BY SP5CJ/oms

66-2554-956	
FEDERAL BUREAU OF INVESTIGATION	
OCT 11 1937 P.M.	
U. S. DEPARTMENT OF JUSTICE	
TOLSON	IDENTIFICATION

JOHN EDGAR HOOVER
DIRECTOR

Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.

RH:LBS

September 22, 1937

Mr. Nathan
Mr. Tolson
Mr. Baughman
Mr. Clegg
Mr. Coffey
Mr. Crowl
Mr. Egan
Mr. Foxworth
Mr. Glavin
Mr. Harbo
Mr. Hottel
Mr. Lester
Mr. McIntire
Mr. Naughten
Mr. Nichols
Mr. Pennington
Mr. Quinn Tamm
Mr. Tracy
Miss Gandy

MEMORANDUM FOR THE DIRECTOR

At a meeting of the Executive Conference on September 21, 1937, attended by Messrs. Tamm, Clegg, Schilder and Glavin, consideration was given to Mr. Harbo's memorandum dated September 14, 1937, suggesting that fingerprint cards received from city and county jails and prisons be routed to the Statistical Section, together with all of the fingerprint arrest records now routed to that section for the recording of information concerning age, sex, race, etc. The present practice is to limit the fingerprint cards used by the Statistical Section to records received from arresting agencies. This means that commitment prints have been excluded. It was pointed out, however, that in many cases prints are received from the District of Columbia Asylum and Jail representing arrests in the District of Columbia for which no prints were received from the Metropolitan Police Department. Accordingly, those prints have been employed by the Statistical Section since they are in effect arrest records. It is possible that a similar situation exists with reference to fingerprint records received from city and county jails and prisons throughout the entire country. For this reason it is recommended that the Identification Division route to the Statistical Section all current prints received from city and county jails and prisons for statistical treatment. It is recommended that this be done for a test period of sixty days, during which the Statistical Section will prepare an analysis showing the number of such prints handled and used for the recording of statistical data.

Respectfully,
For the Conference,

Clyde Tolson,
Chairman.

W. R. Glavin,
Secretary.

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FEDERAL BUREAU OF INVESTIGATION
OCT 28 1937 P.M.
U.S. DEPARTMENT OF JUSTICE
NATHAN
TOLSON
STAT. SECTION
IDENT. UNIT
ERACK
FILE

JOHN EDGAR HOOVER
DIRECTOR

Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.

WRG:A

September 22, 1937.

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered certain suggestions submitted by Kenneth L. Arthur, Night Clerk, Salt Lake City Field Division, under date of September 6, 1937.

1. Arthur suggested that the interesting case write-ups and press releases be made available to the field clerical force either through the medium of the "Investigator" or monthly issued bulletins of widely publicized cases. He points out that it is very embarrassing not to be able to discuss such cases intelligently with friends and acquaintances when they come up during conversation.

The Conference was unanimously opposed to such a procedure and points out that every field office can request interesting case write-ups of cases investigated in their districts for the information of the personnel assigned to any office.

2. Arthur further suggests that consideration be given to instructing clerical employees in the science of fingerprinting. He points out that through such instruction he would be able to intelligently discuss the different classes and methods of classifying fingerprints which would be a valuable asset in keeping his friends interested in the Bureau.

The Conference points out that it would be impossible to set up fingerprint schools in the various field offices for instructing its clerical employees. It further points out that various pamphlets covering the science in fingerprinting are available to those employees for study if they so desire.

RECORDED & INDEXED

There is attached, hereto, a communication addressed to Arthur concerning these suggestions.

Those present were Messrs. Tamm, Schilder, Clegg and Glavin.

Respectfully,
For the Conference, *[Signature]* FILE

Clyde Tolson
Chairman

W. R. Glavin.
Secretary.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/3/90 BY SP5C/10m.5

Mr. Nathan
Mr. Tolson
Mr. Baughman
Mr. Clegg
Mr. Coffey
Mr. Crowl
Mr. Egan
Mr. Foxworth
Mr. Glavin
Mr. Harbo
Mr. Hottel
Mr. Lester
Mr. McIntire
Mr. Naughten
Mr. Nichols
Mr. Pennington
Mr. Schilder
Mr. Tamm
Mr. Tracy
Miss Gandy

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SEP 27 1937
TOLSON
Clegg
Tamm
Glavin

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WRG:ATW

September 28, 1937.

MEMORANDUM FOR THE DIRECTOR

B3
ep
The Conference considered the suggestion made by Clarence Toliver, Messenger, in the Technical Laboratory, to the effect that side mirrors be placed at the elevator wells so that the elevator operators can view the blind approach to the elevator, thereby eliminating the possibility of an accident occurring through the closing of the elevator doors before the passenger has boarded the elevator in question.

The Conference was of the opinion that the Bureau had no jurisdiction over the placing of such mirrors; however, it believed that a memorandum should be addressed to the Department concerning it.

A communication addressed to Toliver is attached hereto.

Respectfully,
FOR THE CONFERENCE,

Clyde Tolson
Chairman,

W. R. Glavin,
Secretary.

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&
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ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/3/90 BY SP5C110MS

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JEH:HCB

October 11, 1937.

MEMORANDUM FOR MR. TOLSON

O I desire to effect a change in the personnel of the Executives' Conference. Henceforth, it is my desire that only the Assistant Directors attend the Executives' Conference. This will, for the time being, include Mr. Nathan, Mr. Tamm, and Mr. Clegg. Should any questions arise upon which detailed information may be desired, it is, of course, entirely proper for you to send for any other official of the Bureau to come and give any information desired to the Executives' Conference. However, I want in the future all matters of policy and such other matters as the Executives' Conference has handled in the past to be handled by the restricted group as above indicated.

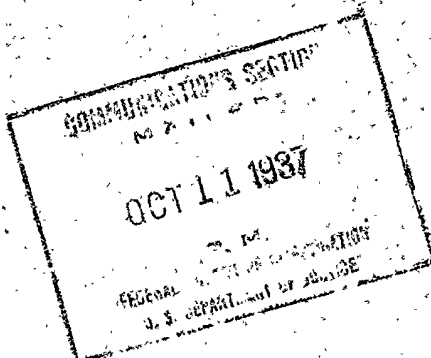
Very truly yours,

J. Edgar Hoover

John Edgar Hoover,
Director.

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66-2554-958
FEDERAL BUREAU OF INVESTIGATION
OCT 13 1937 A.M.
U. S. DEPARTMENT OF JUSTICE



ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/3/90 BY SP5CJL/MS

Mr. Nathan
Mr. Tolson
Mr. Baughman
Mr. Clegg
Mr. Coffey
Mr. Crowl
Mr. Egan
Mr. Foxworth
Mr. Glavin
Mr. Harbo
Mr. Hottel
Mr. Lester
Mr. McIntire
Mr. Naughton
Mr. Nichols
Mr. Pennington
Mr. Schilder
Mr. Tamm
Mr. Tracy
Miss Gandy

JEH:HCB

October 11, 1957.

MEMORANDUM FOR MR. TOLSON

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 333,013
DATE 7/3/90 BY SP5C/IDMS

There are several matters that I want to have you take up with the Executives' Conference.

I have noticed a practice of Special Agents in Charge wiring in to Washington stating that unless otherwise instructed they will proceed to Washington for a conference. This practice must be discontinued. No Agent in Charge or other employee of the Bureau is to proceed to Washington for a conference until it has been indicated what matter he desires to confer upon and until I have specifically given approval for the authorization for him to come to Washington. The reason for this is that there have arrived in Washington recently various Agents in Charge who I did not know were coming to the city. My program has been such that it has been impossible for me to see some of these officials, notwithstanding the fact that there were many important matters which I would like to have discussed with them. I think that the Director should certainly have the prerogative of determining whether it is convenient to him for that field official to come to Washington at the time indicated. If any of the other officials of the Bureau at the Seat of Government desire to confer with any field official I will be very glad to approve such authorization but it must always be routed to me for approval before the instructions are issued for the official to come to Washington.

In connection with the training activities I have always felt it desirable to see personally and meet personally with the various groups of field employees who are brought into Washington for training. However, recently various schedules have been arranged for such training procedure without regard for my commitments, making it impossible for me to meet certain of these groups. It may not be considered important or particularly desirable that I should meet with these groups by some. But I am cognizant of the fact that some field employees who come to Washington and do not see me return to the field and have voiced criticism of the fact that I was unable to see them or did not care to see them. This, of course, has not been the fact but it has been due to an improper arrangement of schedules which have made it impossible for me to work in a conference with these employees when they have been in Washington. Henceforth, I want the training schedules to be arranged with some consideration as to my commitments so that I may have the opportunity, if I so desire, of meeting with the group or seeing the individuals when they are in Washington.

Mr. Clegg
Mr. Coffey
Mr. Crowl
Mr. Egan
Mr. Foxworth
Mr. Glavin
Mr. Harbo
Mr. Hottel
Mr. Lester
Mr. McIntire
Mr. Nathan
Mr. Nichols
Mr. Pennington
Mr. Schilder
Mr. Tamm
Mr. Tracy
Miss Gandy

FEDERAL BUREAU OF INVESTIGATION
U. S. DEPARTMENT OF JUSTICE

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OCT 12 1957

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Mr. Tolson

- 2 -

10-11-37

Original - Bangor

In regard to certain investigative activities, I have noticed a growing trend upon the part of some Agents in Charge and other field officials to function rather independently of Washington headquarters. This is a very dangerous trend, and whether this is due to thoughtlessness or to other factors I do not know, but I do know that it results disastrously for efficiency for individuals in the field to develop a detached attitude in their work. Furthermore, the fact remains that if anything goes wrong with any of the special assignment or individual cases which are being handled, the criticism and attacks are directed at the Director of the Bureau and not against the field official. Consequently, I think it is imperative that we exercise rigid control and direction from Washington headquarters. By this I, of course, do not mean that we always superimpose our judgment on what may be a local situation, but we are not being kept advised as much as we should be by our field officials on any of the important cases. There is certainly, as I have noticed in the Bangor, Maine case and in the Chicago case, strong reluctance to have Washington direction or personal contact. Since I must assume the responsibility if anything goes wrong and will certainly receive any criticism or blame for such developments, I insist upon knowing what is going on and being in a position, either at Washington or at the local site, to pass upon matters of policy or details. This trend to which I have above referred must be curbed immediately, and must not be allowed to develop again.

In connection also with investigative activities, I want to be kept informed in greater detail as to what is going on in these cases. For instance, in the Bangor, Maine case, I learn that an Indiana State Police Officer had been contacted by the Bureau and allowed to join our Agents at Bangor, Maine in the Brady case. This should not have been done. In the first place, the information did not come from the Indiana State Police and in the second place, the Indiana State Police Officer has no authority outside of the State of Indiana, and should any shooting or unforeseen incident arise as to the activity of the Indiana State Police Officer, this Bureau would be placed in an embarrassing situation. Such action should not have been taken without first consulting with me to have obtained my approval or disapproval of it. I can always be reached at all times by telephone if in any part of the country. I do not want authorization to be given by Washington in my absence for matters of such importance without first consulting me, and of course no field official should presume to take such action or actions of similar character in any cases without first getting Washington approval.

Very truly yours,

John Edgar Hoover,
Director.

HN:CSH

October 14, 1937

MEMORANDUM FOR THE DIRECTOR

2 Executives Conference

The Executives Conference, at a meeting held this morning, Messrs. Tolson, Tamm, Ulegg and Nathan being present, considered the opinion expressed by Sheriff T. R. Phalen, of Mason City, Iowa (referred to in a letter of September 21, 1937 from the Des Moines Bureau Office), to the effect that the circularization of the Bureau's general appearance and modus operandi forms among bankers might serve to render them and their employees more cognizant of the information to be furnished law enforcement officers in connection with bank robberies.

The Conference was of the opinion that it would not be entirely desirable to circulate its forms for this purpose, it being felt that a consistent and continued effort on the part of all of the Bureau's Agents along these lines will in time produce definitely desirable results.

Respectfully,
For the Conference,

Clyde Tolson, Chairman.

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HEREIN IS UNCLASSIFIED 323,013
DATE 7/3/90 BY SP5C110MS

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66-2354-960	
FEDERAL BUREAU OF INVESTIGATION	
OCT 20 1937	
U. S. DEPT. OF JUSTICE	
NATHAN	TAMM
TOLSON	U. S. DEPT. OF JUSTICE

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FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE.
WASHINGTON, D. C.

HN:CSH

October 13, 1937.

MEMORANDUM FOR THE DIRECTOR

Re: Wanted Notice Files
in Field Offices.

B1
The Executives Conference at a meeting held this morning, Messrs. Tolson, Tamm and Nathan being present, considered the request of Special Agent in Charge Untreiner, of the Pittsburgh Division, contained in his letter of September 16, 1937, for advice in connection with Paragraph 7, Section 57 of the Manual of Rules and Regulations, regarding the maintenance of a wanted notice file of 3 x 5 cards in field offices. SAC Untreiner inquired whether missing person notices and wanted notices placed with the Bureau for individuals and local law enforcement agencies should be kept in this file.

The Conference decided that this procedure would be appropriate. In the event you approve, there is attached hereto a letter to the Pittsburgh Office to this effect.

Respectfully,
For the Conference,

(s) Clyde Tolson, Chairman.

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ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 333,013
DATE 7/3/96 BY SP5C110MS

66-2554-961

FEDERAL BUREAU OF INVESTIGATION	
OCT 16 1937 P.M.	
U. S. DEPARTMENT OF JUSTICE	
NATHAN	FILE

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62-24151-65
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HN:CSH

October 13, 1937

MEMORANDUM FOR THE DIRECTOR

The Executives Conference, at a meeting held this morning, Messrs. Tolson, Tamm and Nathan being present, considered the request of Chief of Police E. L. Hollums, of Birmingham, Alabama (made at the time of his visit to the Technical Laboratory on October 4th in company with Special Agent J. E. Clegg), for a further ballistics examination in connection with the murder of one Robert Montgomery. This is the case in which Herston M. Cooper, scientific criminologist of the Birmingham Police Department made a bullet identification and the Bureau's Laboratory experts (who subsequently examined the same evidence without knowledge of the previous examination) were unable to reach a conclusion. Chief Hollums at this time would like the Laboratory experts to make a further examination, using the test bullets from which Cooper made his identification and also his photomicrographs which supposedly show the identification.

The Conference unanimously decided that it would be appropriate to comply with the request of Chief Hollums, and, in the event you approve, there is attached a letter addressed to him in this connection.

Respectfully,
For the Conference,

Clyde Tolson, Chairman.

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HEREIN IS UNCLASSIFIED 333,013
DATE 7/3/90 BY SP5C/LLM

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FEDERAL BUREAU OF INVESTIGATION
OCT 19 1937 A.M.
U.S. DEPT. OF JUSTICE
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95-674-6

October 8, 1937.

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered a communication submitted by SAC Reinecke under date of September 20, 1937.

SAC Reinecke advised the Bureau that Sergeant Frank Morrow of the Indiana State Police, in charge of radio and other communications for the Indiana State Police, Indianapolis, Indiana, asked him, Reinecke, concerning the possibility of having available and on file in the Indiana State Police radio dispatcher's office, a list of the license numbers issued to the automobiles being used in the Indianapolis Division of the Bureau. Mr. Reinecke pointed out that these numbers will be maintained only in the radio dispatcher's office and will not be disclosed. It appears that the Indiana State Police frequently have inquiries from their motor patrols throughout the state concerning suspicious cars and frequently these cars are official cars with no records available in the dispatcher's office, and it is impossible for the dispatcher's office to give any information whatsoever.

The Conference was of the opinion that due to the present relationship between the Indiana State Police and this Bureau it is believed that the license numbers should be furnished to Captain Eckert of the Indiana State Police for transmittal to Sergeant Morrow.

Those present were Messrs. Tamm, Clegg, Schilder and Glavin.

If you concur, there is attached hereto a communication addressed to Mr. Reinecke concerning this matter.

Respectfully,
For the Conference,

Notations:-

I think this is unwise, but apparently it is too late to stop our action. We will have a hard time keeping our activities hereafter a secret - so far as Indiana State Police are concerned. 10/12 Tolson

Clyde Tolson,
Chairman,

E. R. Glavin,
Secretary.

RECORDED

"I agree with you but since it seems to be the trend now to let all bars down & bar no holds so far as our adversaries attitude toward us is concerned I guess it is in line with the "golden rule" policy but I think it is going to be disastrous to us eventually." JEH

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323013
DATE 7/3/90 BY SP5C110MS

66-2554-963

INVESTIGATION

DEPARTMENT OF JUSTICE

FOUR

FILE

ORIGINAL FILED IN 66-2554-119

"What about Indiana State Police giving us their numbers? However that would be heresay to even suggest it." JEH

HHG:BG

October 14, 1937.

MEMORANDUM FOR THE DIRECTOR

W.H.
The Executive Conference considered the letter of October 2, 1937, received from Inspector Connelley who recommended that the Bureau's manuals be divided into three sections to be known as a Manual of Rules and Regulations, a Manual of Instructions and a Manual of Administration. The Manual of Administration would contain data as to report writing, vouchers, oaths of office, and general administrative work; and would also include specimen forms of vouchers and contract forms as an aid to Special Agents in Charge. Mr. Connelley pointed out that the present organization of the content of the Manual of Rules and Regulations was not logical as to subject matter, that a reorganization under the headings suggested would present a considerable improvement, and that future Bureau bulletins could be organized according to this amended break-up of the manuals.

Mr. Connelley likewise made the suggestion that certain responsibilities of clerical employees should be expressed in a mandatory fashion, and various other forms of phraseology were commented upon by him as constituting an improvement in this connection.

With reference to these suggestions, the Executive Conference points out that it is recognized that the Manual of Rules and Regulations, as far as the sequence of material appearing therein is concerned, does not always appear logical to an experienced Special Agent in the field. However, it should be remembered that each employee in the Bureau studies the manuals in the initial training school, and through the indexes appearing in the backs of the manuals it should be very easy for him to locate any section. No great amount of trouble has been experienced or heard of along this line. The Manual of Rules and Regulations, in addition to being a codification of the Bureau's rules, likewise serves as a textbook for Special Agents attending new Agents' training schools. The material, arranged in its present sequence, is best suited for this purpose and a reorganization of the material along what would appear to experienced Agents to be more logical lines would seem illogical to new Agents as far as the sequence of studies and of various sections was concerned. Mr. Connelley apparently has overlooked this possibility and, therefore, his suggestion for rearranging this material, for adopting an additional manual, and for eliminating the Chief Clerks' Manual which would be absorbed by a Manual of Administration, was recommended unfavorably by the unanimous vote of the Executive Conference.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 7/3/90 BY SP5C11 Dms

ORIGINAL FILED IN 66-1974-5635

RECORDED 66-2554-9631

FEDERAL BUREAU OF INVESTIGATION

MAR 18 1939

U.S. DEPARTMENT OF JUSTICE

FOUR
CLERKS

The Chief Clerks' Manual, which is now in the process of being printed, will contain an increased number of voucher forms, properly prepared, in order that they may serve as a guide to field offices. These voucher forms were selected by the Chief Clerk's Office as those which require illustration because of difficulties encountered in the preparation of such vouchers by field offices.

As far as changing the phraseology of the manuals is concerned, Mr. Connelley cited as one example that a section of the Chief Clerks' Manual states that the clerical and stenographic force must cooperate with the Special Agent in Charge to keep the office in a clean and tidy condition. Mr. Connelley would like this to be reworded to state that each employee will be held individually responsible for any condition for which he is responsible or of which he has knowledge, that has not been corrected or brought to the attention of the Special Agent in Charge in order that he might direct its correction. The Conference is of the opinion that the phraseology presently used is less dictatorial but at the same time points out the Bureau's policy in a brief and concise manner and, in fact, is preferable to the change suggested by Mr. Connelley. The Chief Clerks' Manual likewise points out various things, Mr. Connelley indicates, that have proven effective in field offices. Mr. Connelley believes that this phraseology should be changed to state that certain things should be done. The Conference believes that there are various ways of doing things to accomplish the same result, all of which would be within the regularly constituted policies of the Bureau, and the Chief Clerks' Manual has for its purpose not only the issuance of specific instructions when necessary but also the offering of suggestions based upon experience. The Chief Clerks' Manual was, in fact, written through the combined efforts of the Bureau's staff and a number of Chief Clerks who were brought to Washington for this and other purposes. Therefore, the suggested changes in phraseology recommended by Mr. Connelley were likewise disapproved unanimously.

Mr. Connelley points out that a very important problem is the continued training of personnel in field offices. He has found that after Special Agents have completed the Bureau's training course and then report to field offices, at the end of one year's time they have not advanced as fully as he thinks it possible, although comparatively he thinks the results are better than in other investigative agencies of the Government. Mr. Connelley does not suggest any modification of the training programs in field offices and at the Executive Conference meeting it was pointed out that Special Agents in Charge are, in fact, having to perform so many duties that it is often very difficult for them to devote the amount of time necessary, even when they are so inclined and are capable, to the training of new personnel and that perhaps Mr. Connelley was correct in his statement that this was a matter "which will work itself out." It is believed, however, that Mr. Connelley should be invited to submit any views which he may have in this connection.

Memo. for Director.

-3-

10-14-37.

If this is approved, a letter is being addressed to Inspector Connelley accordingly.

Those present were Messrs. Tolson, Tamm, Nathan and Clegg.

Respectfully,

FOR THE CONFERENCE,

Clyde Tolson,
Chairman.

HHC:BG

October 15, 1937.

MEMORANDUM FOR THE DIRECTOR

ag
The Bureau has received from Chief of Police J. A. Greening of the Berkeley, California, Police Department, two short night sticks for use by policemen, and Mr. Lester has indicated that Professor Matsuyama is available to give a course in the use of this weapon before the Police Academy.

This matter was considered by the Executive Conference and it was felt that due to the expense involved of bringing an instructor from California to Washington for this purpose, it would be preferable to have a representative of the San Francisco office interview Professor Matsuyama in order that a demonstration might be given to the Agent who could, in turn, inform the Bureau as to the general nature of the instruction. In this way it was thought a better decision could be reached as to whether it would be desirable to have the Professor come to Washington. In the event this is approved, a letter is being forwarded to the San Francisco office accordingly.

Those present were Messrs. Tolson, Tamm, Nathan and Clegg.

Respectfully,

FOR THE CONFERENCE,

Clyde Tolson,
Chairman.

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ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/3/90 BY SP5C/lonS

66-2554-964

FEDERAL BUREAU OF INVESTIGATION	
OCT 21 1937	
U. S. DEPT. OF JUSTICE	
TOLSON	FILE
OLIVER	FILE
WATERS	FILE
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ORIGINAL FILED IN 66-2554-964

COPY

October 15, 1937

MEMORANDUM FOR THE DIRECTOR

9
With further reference to the selection of an employee to attend the school for Detective Constables at the Hendon police school in England, it was recommended by the Executive Conference that Special Agent in Charge E. Scheidt be designated for this purpose.

This is an eight-weeks' course of training, and in the attached memorandum dated September 29, 1937, there is given a lengthy list of the subjects which are included in the course, although this list is not exhaustive.

If this is approved and Mr. Scheidt's designation is agreeable, a communication will be directed to the appropriate authorities at Scotland Yard, seeking to arrange for Mr. Scheidt to attend the first school beginning after January 1, 1938, and also inviting Scotland Yard to designate a representative to attend any one of the sessions of the FBI National Police Academy to be held in Washington during 1938.

Those present at the Conference were Messrs. Tolson, Nathan, Tamm, and Clegg.

Respectfully,

FOR THE CONFERENCE,

Clyde Tolson,
Chairman.

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ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 393,013
DATE 7/3/94 BY SP5C10ms

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FEDERAL BUREAU OF INVESTIGATION
NOV 6 1937 A.M.
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TOLSON Clegg FOUR ONE, OLEGA FILE

HN:CSH

October 13, 1937

MEMORANDUM FOR THE DIRECTOR

At a meeting of the Executives Conference held this morning, Messrs. Tolson, Tamm and Nathan being present, consideration was given to the offer (referred to in the letter of September 23, 1937 from the Oklahoma City Field Division) of Mr. T. M. Field, Record Clerk of the Oklahoma State Penitentiary, McAlester, Oklahoma, to take full length photographs of all persons charged with robbery with firearms released from that institution, provided the Bureau would bear the cost of supplying the necessary films, estimated to average about \$3 per month and at no time to exceed \$5 per month.

It was pointed out that it was extremely dubious whether the Bureau could properly make an expenditure for this purpose and, further, that the precedent involved would be undesirable. For these reasons the Conference felt it would be unwise to accept this offer.

There is attached hereto, for your approval, a letter to the Oklahoma City Office along these lines.

Respectfully,
For the Conference,

RECORDED

Clyde Tolson, Chairman

66-2554-965

FEDERAL BUREAU OF INVESTIGATION

OCT 13 1937 A.M.

U.S. DEPT. OF JUSTICE

NATHAN

TOLSON

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ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 7/3/96 BY SP5C/10ms

EAT:CDW

October 18, 1937.

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered the attached suggestion concerning the use of fire insurance company maps in connection with Bureau investigations, particularly raids. The Conference is of the unanimous opinion that it would be impossible to attempt to maintain in all field offices complete insurance company maps of all buildings in all cities and towns. The Conference points out that in a vast majority of raids conducted, it is possible for the Special Agents to personally conduct a complete study of the premises to be raided, thereby gaining an actual, physical knowledge as to doors, windows, etc.

The Conference does not recommend any affirmative action on this suggestion.

Mr. Stapleton, who submitted the suggestion in his letter of October 11, 1937, is being advised of the Bureau's views.

Those in attendance were Messrs. Nathan, Tolson, Clegg and Tamm.

Respectfully,
For the Conference,

CLYDE TOLSON,
Chairman.

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DATE 7/3/90 BY SP5C10MS

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FEDERAL BUREAU OF INVESTIGATION	
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OCT 21 1937	
FBI - NEW YORK	
TOLSON	
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ORIGINAL FILED IN 66-4151-85

KAT:CDW

October 19, 1937.

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered the suggestion submitted by Mr. Buist W. Swain, clerk in the Birmingham Office, that all parks and recreation departments throughout the United States be furnished with copies of Identification Orders.

The Conference points out that in a majority of such instances, the Identification Orders would reach only an administrative officer or administrative unit of the park and recreational centers and would not be passed on to the employees actually engaged in the patrolling of the grounds and other park work. Consequently, the Conference does not recommend the adoption of this suggestion at this time.

A letter is being addressed to Mr. Swain advising him of the Bureau's attitude in this matter.

Those in attendance were Messrs. Tolson, Nathan Clegg and Tamm.

Respectfully,
For the Conference,

CLYDE TOLSON,
Chairman.

RECORDED
&
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66-2554-967

FEDERAL BUREAU OF INVESTIGATION	
OCT 22 1937 A. M.	
U. S. DEPARTMENT OF JUSTICE	
DIRECTOR	TOLSON
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ALL INFORMATION CONTAINED
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DATE 7/3/90 BY SP5CJ/MS

ORIGINAL FILED IN 62-21531-3830

HHC:BG

October 14, 1937.

See

MEMORANDUM FOR THE DIRECTOR

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The Executive Conference considered the suggestion of Special Agent James H. Nicholson that a copy of "A Message to Garcia" be furnished to each employee as a matter of inspiration.

The Conference recommended unfavorably with reference to this. It was felt that the type of work in which the Bureau engages is such that inspirational sources should not be needed and each employee needing any mental or inspirational tonic can make his own selection as to what appeals to him most. A letter is being addressed to Mr. Nicholson, informing him of this action, if approved.

Those present were Messrs. Tolson, Tamm, Nathan and Clegg.

Respectfully,

FOR THE CONFERENCE,

Clyde Tolson,
Chairman.

RECORDED
&
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ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323.613
DATE 7/3/90 BY SP5C11/oms

66-2554-968

FEDERAL BUREAU OF INVESTIGATION	
OCT 21 1937	
U.S. DEPARTMENT OF JUSTICE	
DIRECTOR	FILE
NICHOLSON	CLERK
TAMM	FOUR

EAT:CDW

October 20, 1937.

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, consisting of Messrs. Nathan, Tolson, Clegg and Tamm, considered the question of whether the Bureau should investigate cases involving investigations for the purpose of determining the financial condition of debtors of the Federal Housing Administration relating to claims arising out of defaulted modernization loan notes.

It is to be noted that the Federal Housing Administration formerly had an investigative agency of its own, and the Bureau would not conduct investigations of this type. However, the Federal Housing Administration investigative agency has been discontinued, and since requests are being received so frequently for investigations of this type, the Conference unanimously recommends that these investigations be conducted.

If you approve this procedure, there is attached hereto a bulletin to all Special Agents in Charge advising them of the Bureau's attitude toward such cases.

Respectfully,
For the Conference,

CLYDE TOLSON,
Chairman.

RECORDED

66-2554-969

OCT 20 1937

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ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/3/90 BY SP5/110MS

ORIGINAL FILED IN

62-36841-11

EAT:CDW

October 20, 1937.

MEMORANDUM FOR THE DIRECTOR

711
The Executive Conference considered the question of whether the field offices should be furnished with a wooden tripod for use in connection with their photography work, particularly the photographing of persons.

The Conference points out that the necessity for such a tripod is exceedingly limited in most field offices, and that the tripod heretofore furnished to all field offices was selected because of its portability and adaptability, particularly to outside photography. The heavy wooden tripod is of value primarily within the office and in connection with the taking of photographs of persons. The Conference does not believe that it would be desirable to furnish these wooden tripods to all field offices indiscriminately, and accordingly recommends that the field offices be informed that such tripods will be furnished in the event a field office would have any need therefor.

If you approve this procedure, there is attached hereto a Bureau Bulletin to be included in the next series to be sent out upon this subject.

Those in attendance were Messrs. Nathan, Tolson, Clegg and Tamm.

Respectfully,
For the Conference,

CLYDE TOLSON,
Chairman.

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HEREIN IS UNCLASSIFIED 323,013
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ORIGINAL FILED IN

66-6116-3X

EAT:CDW

October 20, 1937.

MEMORANDUM FOR THE DIRECTOR

7
The Executive Conference, consisting of Messrs. Nathan, Tolson, Clegg and Tamm, considered the question of whether the Bureau should attempt arrangements with the Post Office Department so that if a central file of the names of individuals having Postal Savings Accounts or who have purchased U. S. Savings Bonds is maintained, Bureau Agents might have access to these files in order to check, particularly in fugitive cases.

8
In view of the attitude of the Post Office Department towards the Bureau, the Conference recommends against the Bureau making any overtures to the Post Office Department upon this subject.

Respectfully,
For the Conference,

CLYDE TOLSON,
Chairman.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 333,613
DATE 7/3/90 BY SP5C/LMS

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OCT 21 1937

U.S. DEPT. OF JUSTICE

ORIGINAL FILED IN 62-20602-244

HHC:BG

October 25, 1937.

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered the suggestions of Special Agent W. O. Scott with reference to the FBI National Police Academy. The following recommendations are made concerning the various suggestions submitted:

(1) The Conference was opposed to the suggestion that all men attending the Police Academy be required to have had at least five years' police experience. This, it is believed, places too great a limitation on the police officials in selecting a representative.

(2) It was suggested that more thorough investigations be made of the representatives selected to take the course of training in the Academy, and the Conference agreed with this general viewpoint.

(3) The Conference does not agree with Mr. Scott that Agents in Charge should suggest the identity of those to attend the Academy.

(4) The Conference is of the opinion that it is desirable to have those who take the course of training physically fit, but it has been ascertained that the Bureau cannot provide a physical examination to the members of this school in order to eliminate those who are afflicted in the way in which some of those in the recent session of the Academy apparently were afflicted.

(5) The Conference does not agree with the suggestion that representatives attending the school have at least one or two years' high school education. This would make it impossible for some police departments to send representatives to the school, and some of those who have graduated and are doing the best work did not have this much training.

RECORDED

(6) The Conference agreed that the Special Agents in Charge should be informed that living expenses in Washington are somewhat higher than in more rural sections and that this information should be passed along to the departments selecting representatives.

(7) The Conference agreed with the recommendation of Mr. Scott that it be ascertained from the members of the Academy sessions as to whether they are paying their own expenses or whether their expenses are being paid by their departments, as it is thought that this might be helpful information in the future in judging the attitude of some of the members of the Academy.

(8) Concerning the recommendation that the subject matters covered by Professor Costen, Judge Holtzoff and Dean Arnold be organized for them in order to avoid repetition, it is pointed out that their lectures on Evidence, on Criminal Law and Criminal Law Administration, and on Searches, Seizures and Arrests, are so closely related that there naturally arises some repetition which cannot be avoided and at the same time repetition of essential facts is one of the essential methods of teaching. It was believed that these three gentlemen could be informed as to other similar subjects to be covered in any one session of the Academy so that they could be governed by this information.

(9) Mr. Scott recommended that a more thorough check be made of the notebooks of the various men taking the training. In this connection, the notebooks are reviewed at approximately two-week intervals. It is not believed that it would be practical to read every word in all of the notebooks, but certain select lectures are gone over thoroughly and all of them are reviewed superficially, and it is believed that this is satisfactory.

(10) With reference to the suggestion that additional subjects be handled and more frequent appearances before the school be made by Mr. Clegg and Mr. Gurnea, of course it is known that Mr. Gurnea was on special assignment during the course of most of the recent session. The availability of lecturers depends upon their various assignments and no fixed policy in this regard is recommended.

(11) Special Agent Scott suggested that a "mock" trial be held and instead of this the Conference recommended that additional instruction be given in courtroom behavior and testimony. It was felt that a "mock" trial would be of limited value due to the varying types of courtroom procedure in various states, but the method and manner of testifying is approximately uniform and can be emphasized in addition to the lectures by Judge Holtzoff and Judge Stevens on courtroom behavior.

(12) It was recommended that a Special Agent of the Miami office obtain from Captain Sherman Cannon of the Jacksonville, Florida, Police Department, a graduate of the FBI National Police Academy.

Memo. for Director.

-3-

10-25-37.

an outline of the training school he conducts there as he informed Agent Scott that he is proud of his school. A letter for this purpose is being addressed to the Miami office, if approved.

Those present were Messrs. Tolson, Nathan, Tamm and Clegg.

Respectfully,

FOR THE CONFERENCE,

Clyde Tolson,
Chairman.

EAT:CDW

October 13, 1937.

MEMORANDUM FOR THE DIRECTOR

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9
The Executive Conference considered the question of drawing up some code to be used in exchanging data with the [redacted] and was unanimously in favor of the preparation of a simple alphabetical code for use when the occasion necessitates.

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Those in attendance at this session of the Conference were Messrs. Tamm, Clegg, Nathan and Tolson.

If you approve this recommendation, Mr. Appel of the Laboratory will be requested to draw up such a code which will be transmitted to the [redacted]

Respectfully,
For the Conference,

CLYDE TOLSON,
Chairman.

RECORDED
&
INDEXED

66-2554-971
FEDERAL BUREAU OF INVESTIGATION
OCT 24 1937
TOLSON
Clegg
Egan
Glavin
Ladd
Nichols
Rosen
Tracy
Harbo
Mohr
Tele. Rm.
Holloman
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DATE 7/3/90 BY SP5CJ/MS

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ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 333,013
DATE 7/3/90 BY SP5C110MS

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HHC:BG

October 14, 1937

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered the inquiry of the Pittsburgh office as to whether two photographic albums could be started, one for extortionists and one for pimps and prostitutes. The Conference was unanimously of the opinion that these photographic albums were unnecessary as a requirement for field offices, as provision is already made for filing photographs, and it was thought that it would be unnecessary to develop any expansion on the present regulations.

A request for information was also made as to the advisability of using a sub-division of the zero file for filing general information concerning all pimps and prostitutes in the field division. Concerning this matter the Conference was of the opinion, in the event the information related to any particular individual or group of individuals to whom frequent reference is made, that separate files should be maintained and that incidental references, wherein no violations existed, might be placed in either the miscellaneous 31 file or might be filed in one consolidated file established primarily for this purpose.

In the event the above matters are approved, a letter is being forwarded to the Pittsburgh office accordingly.

Those present were Messrs. Glavin, Tamm, Nathan, Schilder, and Clegg.

Respectfully,

FOR THE CONFERENCE

Clyde Tolson,
Chairman.

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ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/3/90 BY SP5C/10ms

RECORDED

66-2554-973

U.S. DEPARTMENT OF JUSTICE
OCT 16 1937
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ORIGINAL TO IN 66-2554-973

NOT USED

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ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/3/90 BY SP5C11 DMS

CHANGED TO

1-3094-X71

HHC:AF

October 25, 1937

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered the inquiry of Special Agent in Charge F. J. Blake as to whether or not Special Agent Herman W. Kage should be excused from firearms training, in view of the report submitted by the Public Health Service indicating that Special Agent Kage was capable of performing only light physical exertion and that the defects cited would interfere with his use of firearms.

In view of the fact that the Bureau directed a communication to Special Agent Kage under date of August 27, 1937, indicating that another physical examination would be afforded him at the expiration of six months, it was not believed that Special Agent Kage should be excused from firearms training unless a subsequent examination should show that he was not capable of using firearms. The next physical examination, it would appear, will be scheduled for January, and during the brief interval it is believed that Special Agent Kage may continue with his firearms training, in the event there are to be any additional firearms training periods scheduled in the Dallas office between now and January.

A letter is being addressed to the Dallas office, accordingly, if approved.

Those present at the Conference were Messrs. Tolson, Tamm, Nathan, and Clegg.

Respectfully,

FOR THE CONFERENCE:

Clyde Tolson,
Chairman.

RECORDED

66-2554-975

FEDERAL BUREAU OF INVESTIGATION
NOV 3 1937
U.S. DEPT. OF JUSTICE
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CLEGG
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ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
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October 25, 1937.

MEMORANDUM FOR THE DIRECTOR

RE: Words "Prisoner's Signature" on
Bureau's fingerprint card.

On October 22, 1937, the Executives' Conference considered the attached suggestion submitted by Mr. Clegg concerning the phraseology "Prisoner's Signature" on the Bureau's fingerprint card.

It was decided to use in lieu of this phraseology, the words "Signature of Person Fingerprinted". Arrangements will be made to use that subsequent cards bear this change, if you approve.

It is noted that one of the graduates of the Academy stated that persons hesitate to be fingerprinted when they are classified on the front of the cards as "Prisoners". These include individuals arrested on minor charges, or lodgers, whom it is felt desirable to fingerprint.

Respectfully,
For the Conference,

Clyde Tolson, Chairman.

RECORDED

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FEDERAL BUREAU OF INVESTIGATION	
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ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
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FEDERAL BUREAU OF INVESTIGATION

WASHINGTON, D. C.

HN:CSH

October 26, 1937.

MEMORANDUM FOR THE DIRECTOR

At a meeting of the Executive Conference held October 22, 1937, Messrs. Tolson, Tamm, Clegg and Nathan being present, consideration was given to the attached letter received from the French authorities, advising that investigations which had been requested relative to individuals of Italian origin had been desired because of the fact that these individuals participated in "acts of terrorism".

The Conference unanimously decided that the question as to whether the Bureau should continue to conduct such investigations should be submitted to The Attorney General for his opinion, and the attached memorandum to the Attorney General has, therefore, been prepared for your approval and signature.

Respectfully,
For the Conference,

/s/ Clyde Tolson

Clyde Tolson, Chairman.

Notation:
O.K.-H.

RECORDED

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ORIGINAL FILED IN 66-2554-343

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323013
DATE 7/3/90 BY SP5C/UMS

EMC:AF

October 28, 1937

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, Messrs. Tolson, Tamm, Nathan, and Clegg being present, considered the memorandum of Mr. Schilder for Mr. Nathan, dated October 18, 1937, recording the request of Mr. Dwight Avis, Assistant Deputy Commissioner in Charge of Enforcement, Alcohol Tax Unit, Bureau of Internal Revenue, for representatives of this Bureau to train some of the investigators under Mr. Avis' jurisdiction in fingerprint identification work.

It appeared that there was a very limited need for this type of training, according to Mr. Schilder's memorandum, and it was not believed that there was sufficient personnel available in the Bureau to afford this training to these officers. It was believed, further, that the fingerprint work, in so far as the examination of latent fingerprints was concerned, could be successfully handled by the Single Fingerprint Section of this Bureau.

There is attached a memorandum suggesting that Mr. Avis be advised accordingly, if this is approved.

Respectfully,

FOR THE CONFERENCE:

Clyde Tolson,
Chairman.

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INDEXED.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7/3/96 BY SP5CJ/MS

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FEDERAL BUREAU OF INVESTIGATION	
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U. S. DEPARTMENT OF JUSTICE	
TOLSON NATHAN IDENT. UNIT	FILE

ORIGINAL ALBANY IN 62-42615-3

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HN:GSH

October 26, 1937

MEMORANDUM FOR THE DIRECTOR

At an Executives Conference, held October 22, 1937, Messrs. Tolson, Tamm, Clegg and Nathan being present, consideration was given to the two attached form letters, one to be sent to all Special Agents in Charge, and the other to be sent to all fingerprint contributors, in connection with the development of international exchange data.

All members of the Conference approved these letters, with the exception of Mr. Nathan, who stated he was not in favor of pushing the international exchange project at this time, in view of the unsettled conditions in Europe and the possibility that this Bureau would receive from European correspondents requests of a seemingly innocent nature, that might prove embarrassing.

The drafts of the said form letters are attached hereto for your approval and signature.

Respectfully,
For the Conference,

Clyde Tolson, Chairman

ALL INFORMATION CONTAINED
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ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 7/3/90 BY SP5C11DMS

CHANGED TO

1-3094-X75-

EAT:RP

October 19, 1937

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered the attached bulletin entitled Identification Orders and was in favor of the submission of this bulletin to the field.

Those in attendance at this session of the Executive Conference were Messrs. Tolson, Nathan and Tamm.

Respectfully,
For the Conference,

Clyde Tolson,
Chairman.

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ORIGINAL FILED IN 66-

66-2554-978

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 353,013
DATE 7/13/90 BY SP5CUD/mjs

HHC:VG

October 30, 1937.

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, Messrs. Tolson, Nathan, and Clegg being present, considered certain suggestions made by the second class of Chief Clerks assembled in Washington, and made recommendations relative to each of the suggestions, as follows:

1. That it not be necessary to stamp, initial, serialize and place the file number on Identification Orders and Apprehension Orders, which are placed in the I. O. and A. O. files. One Identification Order and one Apprehension Order is initialed and bears all this data in the case file, and no benefit is derived from placing this data on the cards going in the regular I. O. and A. O. files.
2. On the transfer of files from one field office to another, when there is a reallocation of territory, instead of requiring each field office to give new file numbers to each serial in the file, it is considered sufficient that the entire file as received from another office be given a new file number and all previous serials in the file left intact and the complete file as received be treated as serial number one, and all subsequent serials numbered in sequence as received.
3. That abstract slips be attached to all original communications forwarded to the Bureau with the following exceptions:
 - a. Disposition sheets
 - b. Monthly administrative reports
 - c. Monthly automobile reports
 - d. Overtime reports
4. That all communications containing information either favorable or unfavorable relative to police departments be consolidated in separate files for each department, bearing classification 80, which is the classification for Public Relations.

RECORDED

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323013
DATE 7/3/96 BY SP5C/oms

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FEDERAL BUREAU OF INVESTIGATION

NOV 27 1937 A. M.

TOLSON'S DEPARTMENT OF JUSTICE

CLERK OF THE COURT

FORWARDED TO

FILE

MEMO SECTION

ORIGINAL FILED IN 66-2554-978X

October 30, 1937.

5. It was recommended that in the event the Chief Clerk, who sometimes takes dictation, has not completely filled her dictation book, the mere fact that a part of the notes in the book are more than thirty days old should not be a proper subject for criticism.
6. That the Inspectors and all field offices be informed that in the event daily reports are being filed in one single file until the file contains all the data it can conveniently hold, it is not necessary to destroy these daily reports until after the most recently filed report is one year old and the existence of older daily reports in the same file is not a basis for criticism.
7. Inquiry was made concerning the propriety of the procedure recently initiated in the Washington Field Office whereby index cards in National Motor Vehicle Theft Act Cases on Unknown Subjects are being filed in numerical sequence under the heading "Unknown Subjects", and subdivided according to the make of car but not according to the type of body. This was considered an agreeable method of filing these index cards except that they should be filed in straight numerical sequence. The practice which is objected to and which the Conference recommends unfavorably is that of considering the numbers in other than straight numerical sequence so that 1100 would be filed, for example, before 19 because the nine in 19 is a larger figure than the second one in 1100. This is believed to be a cumbersome method although it is being used by the Automobile Underwriters Detective Division Bureau in Atlanta, and therefore the filing of these numbers in straight numerical sequence is insisted upon. It was likewise agreed that they not be filed in subdivisions according to the type of automobile body because the motors are, from time to time, switched from one car to another.
8. It was believed ^{be} to the proper procedure and one not subject to criticism for copies of letters, transferring files from one office to another upon the reallocation of territory, to be placed in the file folder instead of being placed in file jackets and later placed in folders. This would save considerable time and material.

October 30, 1937.

9. It was recommended that three copies of all circular letters, of whatever nature, be sent each field office in order to avoid the necessity for retyping such letters or preparing memoranda for distribution to the Special Agents. Likewise, the letters sometimes relate to more than one file and field offices are having to make copies when less than three copies are furnished.
10. When letters are used in transmitting Identification Orders to field offices and when letters are used transmitting photographs to field offices, it is desired that in the future, the titles of the cases be listed on such communications. If more than one case is referred to in the same communication, the title of each case should be shown in the letter. These letters, when received in the field offices, should be placed in an Identification Order file and not in the case file. This additional information, it is understood, would aid the Chief Clerks in knowing whether various Identification Orders belonged to the same or separate files.
11. The word "Justice" need not be typed on abstract slips prepared in field offices. Also, the status should be added to all abstract slips on reports.
12. That when Agents report to a field office the letter notifying the Bureau of such arrivals at new field offices should include information as to the name and address of the person to be notified in case of an emergency. This suggestion is occasioned by the fact that when a Special Agent changes field offices, the address of his beneficiary, if the beneficiary is his wife, is usually changed too and this change is not always immediately the same address of the Special Agent.
13. That when guns from the gun vault are charged out to Special Agents temporarily for raids and plants, no regular property receipt be obtained from the Agents and filed in the property file, but that a Firearms and Similar Equipment Book be maintained in each gun vault so that when any equipment or weapon is taken from the vault for temporary use, an entry be made in the book. In this book, the initials of the Agent who receives the gun or equipment should appear, the date and time of the charge-out, as well as the name, description and number of the equipment or weapon. When such equipment is returned, it should be immediately charged off, showing the date and time of its return.

October 30, 1937.

14. It was recommended that all fiscal control letters received by field offices be placed in a special fiscal control file, bearing classification number 66, instead of having this data held until after the purchase is made and then filed under the name of the company from whom the item is purchased.
15. That regular scheduled firearms training for the Agents in Alaska, Hawaii and Puerto Rico not be required but that each Special Agent in Charge in those offices be instructed to practice at frequent intervals in order to keep themselves properly qualified to use firearms.

Respectfully,

FOR THE CONFERENCE,

Clyde Tolson,
Chairman.

EAT:CDW

October 19, 1937.

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered the question of adopting a standard form which could be furnished to all contributors to the National Stolen Property File in order to facilitate and expedite the submission of data to the file. Mr. Harbo, collaborating with the National Stolen Property Act Supervisor, has submitted a proposed form which he believes will be of value in recording stolen property. Mr. Harbo is of the opinion that this form should be reduced to a 3 x 5 card, but it is the opinion of the Conference that it would be impossible to obtain comprehensive descriptive data from contributors on such a small form.

The Conference recommends a trial use of the attached form to be distributed among 20 contributors to the National Stolen Property File for a period of 60 days. If you approve, a supply of these forms will be furnished to 10 of the largest contributors to the file and to 10 of the smaller contributors, in order to ascertain whether this form is readily adapted to the use of all types of police departments, insurance companies, etc.

Those in attendance at this session of the Conference were Messrs. Tolson, Nathan, Glegg and Tamm.

Respectfully,
For the Conference,

CLYDE TOLSON,
Chairman.

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ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/3/90 BY SP5CJ/DMJ

ORIGINAL FILED IN 21-6-410X

7-18-37
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CT:ACS

November 2, 1937.

MEMORANDUM FOR THE DIRECTOR.

The Executive Conference on November 1st, Messrs. Nathan, Clegg, and the writer being present, considered the attached suggestion from Mr. Hanson at Los Angeles that photographs of Bureau applicants be sent to the field in connection with applicant investigations.

The Conference unanimously felt that the adoption of this procedure would be undesirable inasmuch as it is quite rare for any difficulty to arise wherein there are two persons of the same name, such as the instance covered in Mr. Hanson's letter. It is felt that the expense and work which would result from the adoption of the suggestion would not be justified.

Respectfully,

Glyde Tolson,
Chairman.

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&
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66-2554-979

FEDERAL BUREAU OF INVESTIGATION	
NOV 6 1937 A.M.	
U. S. DEPARTMENT OF JUSTICE	
TOLSON	FILE
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ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 7/3/90 BY SP5C110MS

ORIGINAL FILED IN 66-2554-979

HHC:AF

October 15, 1937.

MEMORANDUM FOR THE DIRECTOR

Re: SAC Training Schools.

In order to bring the program of training for the various SAC training schools up to date, the Executive Conference considered a revision of the program and recommended as follows:

Opening address by Director - 3 hours.

To begin at 10:00 A. M. on the opening Monday of each of these schools.

Tour of the Bureau - 2 1/2 hours.

Announcements - 1/2 hour.

Practical gymnasium work in handcuffing, jiu jitsu, for each day the class is in Washington - from 2:00 to 3:00 P.M.

Panel forum and instructions, Division IV, with Messrs. Tolson, Glavin, Crowl, Harbo, Nichols, and such others as may be designated by Mr. Tolson, participating in the panel - 1 day.

Panel forum and instructions, Division I, with Mr. Tamm and selected staff - 1 day.

Panel forum and instructions, Division II, with Mr. Foxworth, or Mr. Pennington, and selected staff - 1 day.

Panel forum and instructions, Division V, with Messrs. Nathan, Schilder, Quinn Tamm, and selected staff - 1 day.

Panel forum and instructions, Division VI, including review of manual of rules and regulations and Chief Clerks' manual, training school activities, National Police Academy, quarterly conferences, field office training, field office administration, and inspections, with Messrs. Clegg, Hince, Goudge, and selected staff - 1 day.

Interviewing applicants - It was understood that the Director desired to talk personally to the assembled Special Agents in Charge who are assigned the duties of interviewing applicants for positions as Special Agents, and at a time convenient to the Director this group will be available for this purpose.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/3/96 BY SP5C10ms

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10/15/37

Firearms instruction work at Quantico - 5 days.

Conferences with officials of the Bureau- 1 day.

The Executive Conference voted to eliminate speech-making and practice speeches by each of the Special Agents in Charge, and also the practice crime scene searches at Quantico, as this work has been given previously and in retraining schools. Mr. Tamm felt that each of the Agents in Charge should be called on to make a practice speech, but the other members of the Conference felt that since Mr. Clegg had heard every one of those attending talk, or attempt to talk, it was probable that very little benefit would be derived from the allotment of time necessary for this purpose. Mr. Tolson, Mr. Nathan, and Mr. Clegg, therefore, voted against speech-making as a part of the course of training.

There is attached hereto a list, prepared by the Chief Clerk's office, of the Special Agents in Charge who are instructed to report for each of the four training school sessions. It is observed that the concluding session will be shorter than the others--from December 13 to 21, and it was originally intended that those who attend this session would be the Agents in Charge from nearby offices who had likewise recently attended an administration school. However, since then instructions have been issued that the Special Agents in Charge of those offices which have not been inspected as yet be instructed to come to this school, which is scheduled to terminate on December 21, following 9 days of training, in order that the Agents in Charge can depart for their headquarters in time to be there at Christmas time.

Consideration was given to the attendance at one or the other of these SAC training schools by certain other members of the Bureau's personnel and it was believed that if approved, they should be rather equitably distributed among the four groups and particularly those working at the Seat of Government in Washington. It is felt that the Chief Clerk's office should confer with the chiefs of the various divisions to arrange a convenient time for them to attend.

Those recommended to attend one of the SAC schools are: Messrs. Egan, Tracy, Glavin, Crowl, E. A. Tamm, Foxworth, Harbo, Nichols, Hince, Schilder, Quinn Tamm, Cornelius, Lawler, McIntire, Rosen, Mertz, Vogel, H. E. Scott, Pennington, Spear, Fay, Balch. It is noted that Mr. Clegg would likely be present at each of the sessions.

The following field employees are also recommended to attend a similar school at some convenient time: Messrs. Warnes, Zimmer, W. S. Devereaux, Richard E. Smith, Percy Wyly, McDade, Emrich, West, McGuire, and Gleason.

Memo for the Director

-3-

10/15/37

Each school except the last one will convene in Washington on Monday, conclude its work in Washington by Saturday night following, and on Sunday the entire group will proceed to Quantico for firearms training, which will be concluded on Thursday evening. The Special Agents in Charge would return to Washington Thursday night, would have Friday to confer with officials of the Bureau, and each Special Agent in Charge would be able to depart, unless otherwise instructed, Friday afternoon or night for his headquarters office.

Those present at the conference were Messrs. Tolson, Tamm, Nathan and Clegg.

Respectfully,

FOR THE CONFERENCE,

Clyde Tolson,
Chairman.

October 27, 1937

MEMORANDUM FOR THE DIRECTOR.

The Executive Conference considered the various suggestions submitted orally by members of the first Chief Clerks' school and the following suggestions were recommended favorably and unanimously by the Executive Conference, with Messrs. Tolson, Nathan, Tamm, and Clegg present.

1. That the C number, representing the claim number in War Risk Insurance cases, need not be listed in monthly administrative reports from field offices in view of the fact that Mr. Chambers and Mr. Crowl had both stated this was not essential and as it entails considerable typing on the part of field offices.
2. That a communication be addressed to all SACs informing them concerning various Bureau positions, in addition to those of Special Agent, stenographer, clerk, and messenger, and particularly with reference to the positions in the Bureau's technical laboratory, as SACs are being required to interview applicants for such positions and are not always fully informed as to the requirements, salary range, and the entrance salary for such positions, and cannot, therefore, answer fundamental questions with reference thereto.
3. That the practice which has arisen and which has become almost universal, according to information received, be discontinued, whereby copies of letters and memoranda are sent out advising all field offices of telephone numbers, changes of address, and similar data concerning SACs, Number One men, and Chief Clerks. It was felt that this is causing too much typing and filing in the field and it was recommended by the Conference that in the future the bulletin in which field office mailing lists are published should have included on the reverse side thereof the names of the Number One men and their home telephone numbers.
4. There is a present practice in field offices whereby files called by SACs for review on ticklers and incoming mail need not have charge-out slips prepared to be placed in the folder. Any file missing from the folder is expected to be on the desk of the SAC. It was pointed out by the Chief Clerks that there is usually one Special Agent in the office who is assigned the larger percentage of War Risk Insurance cases and in some instances is designated as War Risk Insurance supervisor; that this Special Agent pulls a large number of files daily, and it was recommended that when a War Risk Insurance classification file is not in the folder, since this file would be expected to be

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ORIGINAL FILED IN 1-3-291X

October 27, 1937

on the desk of the War Risk Insurance Agent or on the desk of the SAC, as a time-saving measure a charge-out slip need not be made out for classification S2 files when called for by such Agent.

5. It was pointed out that there had arisen a rather frequent practice of field offices' lending reports to other field offices. An office, for example, will have two copies of a report in its file and will find it necessary to forward one copy to another office as an investigative aid. One of the reasons for two copies, of course, is in order to meet such requirements, and the present practice of the office furnishing the report to request that the copy of this report be returned to the original field office after it has served its purpose in another field office should be discontinued at once, it was recommended by the Executive Conference. Obviously, it would be necessary for the office receiving such report on loan to make a copy of the report for its files to be complete before returning the report to the original office. Copies of the report might just as well be prepared by the reporting office to begin with, to eliminate further correspondence in following up and returning the report which had been loaned for a temporary period. This was recommended likewise by the Executive Conference.

6. It is a present policy of the Bureau that all circular letters which are sent out must first be approved by the Bureau, including circular letters furnishing information to peace officers and others concerning descriptions of fugitives, and there are many undeveloped leads for various offices being prepared, which call upon these offices to circularize peace officers or certain other groups in their territory concerning the location of fugitives or for the purpose of obtaining other information and data. The Chief Clerk indicated that the preparation of a circular letter which had to be forwarded to the Bureau for approval was occasioning a considerable amount of delay. Although no instance of any undue delay on the part of the Bureau was cited, it was felt that this matter could be expedited if the office of origin or the office suggesting the undeveloped lead for other offices would prepare a circular letter for approval by the Bureau and attach copies to the various field offices advising that such a letter should be sent out and stating that it had previously been approved by the Bureau. This would expedite the handling of such cases and make it necessary for only one circular letter being sent to the Bureau by the office sending out the undeveloped

October 27, 1937

lead or the office of origin, instead of numerous letters from various offices being forwarded to the Bureau for a similar purpose.

7. The question arose as to the number of hours required for the night clerks in field offices. There had been no clarification of this matter apparently, and due to the fact that night clerks were not uniformly being given a three-hour leave of absence to make up for the Saturday afternoons allowed day employees, the night clerks in some instances were working a minimum requirement of three hours more than the minimum requirement for the day clerks. It was recommended that uniformity be established in having the night clerks put in the same amount of work as the day clerks, by having the same minimum requirement set for night clerks as for day clerks. It was believed that 39 hours per week minimum requirement on the part of night clerks, which may be divided if desired by field offices into six days or six and a half hours each day, should be the minimum requirement for night clerks, although it would be permissible, with Bureau approval, for modification to be made so long as the minimum requirements were being adhered to and so long as the proper supervision brought about an equitable distribution of overtime.

8. In answer to inquiry as to whether extortion notes should be forwarded in each instance by registered mail, it was believed that the statement that any evidence, including extortion notes, forwarded to the Bureau laboratory, should be forwarded by registered mail, if it is not too bulky, or otherwise by insured express, should be included in the instructions. It was recommended, however, that registered mail be employed where it could be conveniently used.

9. Reference to the sending of Agents' checks by registered mail brought the suggestion from the Chief Clerks that many Agents objected to checks' being sent by registered mail due to the fact that if they were not at the place where delivery was sought to be made initially, it was necessary for them to go to the post office to get their checks which otherwise would be available in their mail boxes or at a given address, when they are on road trips. It was felt by the Executive Conference that in all instances checks to employees should be forwarded by registered mail when they are absent from the headquarters offices.

October 27, 1937

10. It was found that some few offices were in each instance forwarding a letter to postmasters confirming the request of a Special Agent for a mail cover. In most offices this was not being done in every case, or unless some specific situation seemed to make it mandatory. Due to the fact that there is a requirement that Special Agents forward a notice to the field office immediately just as soon as a mail cover is placed, so that the receipt of mail tracings can be properly handled and the office be informed that such mail cover has been placed, it was felt that the letter of confirmation should no longer be required and that it should not be written unless some special reason existed therefor.

11. The Chief Clerks pointed out that the present mailing list, to be sent in to the Bureau annually, calls for the listing of the postmaster by name. It was felt by the Chief Clerks that this is unnecessary; that circulars and communications could easily be sent to the postmaster by title and it would save considerable time and trouble in collecting the names of the various postmasters throughout their territory. It was believed satisfactory to omit the name from the mailing lists.

12. It was ascertained that there were a few instances in which SACs would authorize clerical employees to initial certain serials for filing. It is believed that it should be stated definitely in the bulletin to all employees that no clerical employee is authorized to initial any serial in any file for filing, other than the autographic initials required for reports.

13. The Chief Clerks pointed out that in the vast majority of instances the letters which are written by field offices to other field offices calling for employees to answer subpoenas list titles of cases at the top of the letters, although the letters are not to be filed in the investigative case files but in the administrative files of the Agents involved. The Chief Clerks requested that some notice be put in the bulletin that it would be preferable for the title of the case to be included in the body of the letter rather than at the top of the letter and to the right of the salutation.

14. Present phraseology of the Chief Clerks' Manual calls for the initials of the stenographer or the typist who typed the communication to be placed on the file copy of such communication. The Chief Clerks stated that there were some SACs who insisted that initials be placed on copies of all communications and some who insisted that initials be placed solely on reports. It was thought the Bureau should seek to

October 27, 1937

establish uniformity on the part of SACs. The Executive Conference thought the reason for these initials certifying as to the correctness of the transcript would make the initials necessary in the future only on reports and this information should be included in the general letter.

15. The Chief Clerks indicated that there was considerable confusion in the field offices in connection with the register form #2, primarily because the Agents did not in all instances fill out the form reporting their arrival or departure from the field office districts with sufficient completeness. It was felt that a change in form would eliminate confusion and be conducive to obtaining more complete information, and a form similar to the one attached was suggested, which calls for the same information but is merely a rearrangement of the form.

16. It appears to be the present practice of field offices to send copies of letters reporting the arrival of Special Agents in their respective divisions to the offices from which such Agents came. The Chief Clerks indicated that if this were to be continued, there should be an additional space on the form so that the Agents would be required to register the place from whence they came. The Executive Conference felt that it was unnecessary for a copy of the letter reporting the arrival of a Special Agent in a field office division to be sent to the field office from which he came, and therefore this space should be eliminated from the form.

Respectfully,

FOR THE CONFERENCE:

Clyde Tolson,
Chairman.

Enclosure.

HM:CSH

November 4, 1937

MEMORANDUM FOR THE DIRECTOR

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At an Executives Conference held this morning, consideration was given to the suggestion of Mr. Singman that all fingerprints of subjects of identification orders be searched against the personal identification files. This was interpreted to cover all Bureau fugitives. Messrs. Tolson, Clegg and Nathan were present.

Messrs. Tolson and Clegg felt that this would be a desirable procedure, inasmuch as there exists a possibility that information might be secured which would render possible the location of a much wanted fugitive.

Mr. Nathan voted in the negative, believing that the Bureau had indicated in written communications, addresses, et cetera, that the civil identification files are entirely separate and distinct, and there existed a possibility that the Bureau might thereby be charged with inconsistency or something similar.

Respectfully,
For the Conference,

Clyde Tolson, Chairman.

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U. S. DEPARTMENT OF JUSTICE	
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ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323013
DATE 7/3/90 BY SP5C10MS

ORIGINAL FILED IN 62-16546-1539

COPY

FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE
WASHINGTON, D. C.

WHDL:BG

October 28, 1937.

~~PERSONAL AND CONFIDENTIAL~~

DECLASSIFIED BY SP5C/LDMs
ON 7/3/96 393,013

MEMORANDUM FOR THE DIRECTOR

Reference is made to the attached copy of Mr. Tolson's memorandum for you, under date of October 11, 1937, entitled, "Removal of Certain Names from Bureau Mailing List."

While I agree that the Bureau's mailing list should be curtailed to a certain extent, I do not feel that the cutting down of the list should be anything like as drastic as that indicated in Mr. Tolson's memorandum nor do I feel that those persons listed in categories 1 and 2 of the three types of recipients of your addresses should be automatically and immediately removed from the Bureau's mailing list.

My belief in this regard is based upon my contacts throughout the United States. In many instances, outstanding citizens and particularly law enforcement officials have voluntarily approached me and informed me that they were proud to be upon your mailing list, that they read your speeches with intense interest, and the large majority of them have informed me also that they file them away for permanent reference purposes.

Quite a large number of these individuals have informed me further that they realize they have been flagrantly remiss in acknowledging receipt of all of your addresses and have excused themselves on the grounds that they were extremely busy, adding that their thoughtlessness in this respect was positively not due to any lack of interest or appreciation on their part.

I agree with Mr. Tolson's idea that to automatically exclude those persons listed in categories 1 and 2 of his memorandum would be an injustice to many outstanding officials and citizens, and will eventually prove harmful to the Bureau.

RECORDED

Note: Of course I agree with all Lester has said re speeches and publicity but the "Defeatist" trend is in the ascendancy. & you cannot educate the general public & make it crime conscious without also boosting the FBI & sometimes to exclusion of local police & that would be heresy.

H.

66-2554-982

NOV 12 1937

NATHAN
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10-28-37

Rather than put into effect or continue the drastic steps indicated in Mr. Tolson's memorandum of October 11, 1937, I suggest as an alternative:

That copies of all your addresses be forwarded to law enforcement officials generally, regardless of whether or not any letters of acknowledgment or appreciation are received;

That copies of all your addresses be forwarded to outstanding citizens other than law enforcement officials from whom sincere letters of appreciation are received rather regularly, not necessarily upon the receipt of every address;

That copies of certain outstanding addresses be forwarded regularly to certain prominent citizens (probably addresses delivered before groups other than law enforcement organizations), and preferably not to exceed more than six addresses per year, whether these individuals write letters of appreciation for such addresses or not.

If the remarks set out in Mr. Tolson's memorandum of October 11, 1937, are strictly adhered to, it is my frank belief that the Bureau will be set back several years in the effort you are making to educate the general public of the United States and make them helpfully crime conscious.

I was not present at the Executive Conference meeting when this matter was discussed, due to my absence from the city, or I would have supported Mr. Tolson in his position.

I note from an informal memorandum of that same date that I am no longer a member of the Executive Conference. I feel very keenly my being dropped from the Conference, for, despite the fact that I am in Washington very infrequently, I have particularly enjoyed an active participation in the discussion and formulation of Bureau policies. I appreciate, however, your apparent belief that a small group of administrative heads can probably function more efficiently than a larger and more unwieldy group.

10-28-37

Your attention is respectfully invited to the fact that in the Executive Conference, as presently constituted, there is no individual who is constantly in actual, personal touch with matters in the field and throughout the United States. Personally, I felt that it was a mistake when Inspector Egan was dropped from the Conference, due to the fact that he represented this personal touch with the field, but I did not deem it my place to mention the matter at that time.

I also suggest that, during the coming SAC conferences, you personally obtain from every Special Agent in Charge his views as to the advisability of discontinuing the former practice of sending copies of your addresses to outstanding officials and citizens, based on any comments made in the past to the Agent in Charge or the Agents under him by the recipients of these addresses.

Respectfully,

(s) W. H. DRANE LESTER

NOTE:

There is some merit relative to fact that Executives' Conf. has no one in touch with field personnel & public by actual contact. If I thought Lester & Egan might be able to bring some light to the Ex. Conf. with a real picture of the public's view toward the FBI I would add them to it but I think that is a super-human task.

JEH

HN:CSH

October 30, 1937

MEMORANDUM FOR THE DIRECTOR

At a meeting of the Executives Conference held this morning, Messrs. Tolson, Clegg and Nathan being present, consideration was given to the suggestion that a separate fingerprint form be prepared and used by Bureau correspondents in submitting applicant prints.

It was pointed out that applicant prints are supposed to be sent in on personal identification print forms, thereafter being placed in the criminal files, but that considerable confusion has been caused by the fact that they are often received on criminal forms. Further confusion is caused by the fact that correspondents in many instances fail to indicate on the personal identification form the fact that the prints are those of an applicant. The use of a separate form for applicant prints would clarify the procedure.

The Conference unanimously approved this suggestion in principle. A final draft of the applicant print form will be submitted for approval at a later date.

There is attached hereto, for your approval, a letter of thanks to Mr. J. R. Jones, of the Recording Section, Identification Division, who originally submitted this suggestion.

Respectfully,
For the Conference,

Clyde Tolson, Chairman.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/3/90 BY SP5C110MS

RECORDED

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NOV 11 1937
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HHG:VG

November 17, 1937.

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered the correspondence course in fingerprint identification work which was prepared by the Works Progress Administration in Oklahoma, on the face of which appear "Supervised Correspondence Study Series in High School Education". The organization is charging \$1.00 registration fee and \$2.50 for the course and material. It thus appears that the organization is not ambitious along the lines of making profit. However, it was believed that since the opinion of Bureau officials was requested, a communication should be forwarded to the supervisor of this course informing that the Bureau believes that fingerprint identification instruction should be provided exclusively to law enforcement officers and not to others. It is further observed that one of the requirements for taking the course is that the student submit his personal identification fingerprints for the Bureau's files. Frequent reference is made to the Bureau's Identification Division. Photographs of the Bureau's fingerprint cards likewise appear in this correspondence course.

In the event the above is approved, a letter is being forwarded along the lines suggested.

Those present were Messrs. Tolson, Glavin, Nathan, Pennington and Clegg.

Respectfully,

FOR THE CONFERENCE,

Glyde Tolson,
Chairman.

W. R. Glavin, Federal
Secretary.

cc: Mr. Glavin

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/3/90 BY SP5LMD/S

66-2554-984

NOV 23 1937

U. S. DEPT. OF JUSTICE

NATHAN
TOLSON
IDENT. DIV.

FILE

ORIGINAL FILED IN 62-42084-40

CT:ACS

November 18, 1937.

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MEMORANDUM FOR THE DIRECTOR.

The Executives' Conference on November 17th considered the attached memorandum from Mr. Schilder dated November 12th addressed to Mr. Nathan relative to the FBI Law Enforcement Bulletin. Mr. Schilder suggested that consideration be given by the Executives' Conference to restricting the Bulletin mailing list or publishing certain types of technical treatises in supplemental form for dissemination to law enforcement officials.

The members of the Conference were of the opinion that no change should be made in the present policy of the Bureau with respect to articles in the Bulletin. It was pointed out that no information which would serve any purpose of the criminal element is incorporated in the Bulletin and that the situation described recently by SAC E. K. Thompson at San Juan, does not justify the elimination from the bulletin of certain types of technical articles.

Those present at the Conference were Messrs. Nathan, Pennington, Clegg, Glavin and the writer.

Respectfully,

Clyde Tolson,
Chairman.

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ORIGINAL FILED IN 94-3-1-1349

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66-2554-985

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HHG:VG

November 17, 1937.

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered a list of all law enforcement organizations which have made application to designate a representative to attend a session of the FBI National Police Academy, as well as a special list of those who, according to Special Agents in Charge, have stated positively that they could and would send a representative to the January 10 Session of the Academy if an invitation were extended.

A list of those departments recommended by the Conference to designate representatives to attend the January 10 session is attached.

In the event those listed are approved, there is also attached a letter to be transmitted to the Bureau's field offices advising that these departments should again be contacted and that unless the Bureau hears to the contrary invitations will be extended to them with the understanding that they will accept the invitations.

Those present at this Conference were Messrs. Tolson, Glavin, Nathan, Pennington and Clegg.

Respectfully,

FOR THE CONFERENCE.

Clyde Tolson,
Chairman.

E. R. Glavin,
Secretary.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/3/90 BY SP5C110ms

RECORDED

66-2554-986

cc: Mr. Glavin

ORIGINAL FILED IN

1785

DEPARTMENTS SELECTED TO BE REPRESENTED IN THE

JANUARY 10, 1938 SESSION FBI NPA

Number of Previous Representatives

ARIZONA

6

Santa Cruz County Sheriff's Office,
Nogales, Arizona

COLORADO

2

Colorado State Highway Courtesy Patrol

CONNECTICUT

4

Greenwich Police Department
West Hartford Police Department

DELAWARE

1

Wilmington Police Department

FLORIDA

8

Pensacola Police Department

GEORGIA

11

Georgia Highway Patrol

INDIANA

5

East Chicago Police Department

KANSAS

1

Iola Police Department
Wichita Police Department

LOUISIANA

2

Monroe Police Department

MASSACHUSETTS

3

Worcester Police Department

66-2554-986

MICHIGAN

4

Flint Police Department

MISSOURI

2

Cape Girardeau Police Department

NEW HAMPSHIRE

2

New Hampshire State Police

NEW JERSEY

7

Haddonfield Police Department

Hawthorne Police Department

NEW YORK

11

Port Chester Police Department

NORTH CAROLINA

6

Durham Police Department

Raleigh Police Department

OHIO

9

Findlay Police Department

Cleveland Heights Police Department

RHODE ISLAND

3

South Kingstown Police Department

SOUTH CAROLINA

3

Columbia Police Department

TENNESSEE

3

Tennessee Highway Patrol

TEXAS

7

Ellis County Sheriff's Office,
Waxahachie, Texas

UTAH

2

Salt Lake County Sheriff's Office,
Salt Lake City, Utah

VIRGINIA

6

Virginia State Police
Winchester Police Department

WASHINGTON

3

Spokane Police Department

WEST VIRGINIA

2

Huntington Police Department

WISCONSIN

3

Greenbay Police Department
Milwaukee County Sheriff's Office,
Milwaukee, Wisconsin

WYOMING

2

Cheyenne Police Department
Wyoming State Highway Patrol

U. S. POSSESSIONS

1

Panama Canal Zone Police Department

FOREIGN

None



b7D

TOTAL 37 -- With three Monitors, will constitute
a total desired attendance of 40.

In the event of the failure of any of the above organizations to accept an invitation, the following are recommended as alternates in the order named:

Nashua, New Hampshire, Police Department

Buncombe County Sheriff's Office,
Asheville, North Carolina

Iron County Sheriff's Office,
Cedar City, Utah

Berrien County Sheriff's Office,
Saint Joseph, Michigan

Fort Wayne, Indiana, Police Department

Staunton, Virginia, Police Department

Indiana State Police

NOT USED

66-2554-954

CHANGED TO

1-3094-X98

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 333,013
DATE 7/3/90 BY SP5C10ms

HHC:VG

November 17, 1937.

MEMORANDUM FOR THE DIRECTOR

ms.
The Executive Conference considered the question which arose as to the advisability of permitting Special Agents to have both serials of a file when only two copies of a serial are in a file and also the advisability of removing an entire file from the office in emergencies when such action appears necessary to the Special Agent in Charge.

Action on this matter was deferred until after the first group of Special Agents in Charge had an opportunity to express their opinions concerning this matter.

In many instances, two copies of a report are received by a field office with undeveloped leads in two or three sections of the territory. It is considered desirable, frequently, to assign two leads in different sections of the field division, which would necessitate one Agent having a copy of the report and another Agent the remaining copy, thus leaving no copy in the file. This is not a matter of frequent occurrence but it does happen with sufficient frequency that the question arises. A rule requiring that at least one copy of each serial always be in the file would necessitate making copies of certain serials before both leads could be assigned simultaneously.

On rare occasions a thick file concerning a fugitive contains several hundred serials. An Agent not heretofore acquainted with the case is assigned an important lead and needs copies of a majority of the serials in the file to study. It would take a clerical employee some time to remove one copy of all the serials needed and considerable time would also be taken when these serials were returned to file. The thought has been expressed that it would be more economical for a Special Agent, for example, who is taking a road trip on a train to study this complete file on the train, making such notes as he desired and then mailing the file back to the office by registered mail. The question as to the advisability of this action is also involved.

2
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 7/13/96 BY SP5C/LPMS

66-2554 988

FILED	NOV 24 1937	STATION
WOLSON		
CLERK		
LAW OFFICE		
U.S. DEPT. OF JUSTICE		

ORIGINAL FILED IN 66-2665-348

November 17, 1937.

Both of these matters were submitted to the Special Agents in Charge, who attended the first school. Twelve of those present were of the opinion that on those infrequent occasions when the above-mentioned action was necessary, both as to serials and complete files, it would be proper for both serials to be removed from a file or for the entire file to be removed from the office for a period of very short duration, only when the Special Agent in Charge gives his consent to such action which should be given only when the action appeared advisable and economical and when contrary action would apparently delay either the departure of an Agent unnecessarily or delay the assignment of certain leads. Only one of the Special Agents in Charge objected.

This report was submitted to the Executive Conference and Mr. Tolson, Mr. Glavin and Mr. Pennington recommended unfavorably, feeling that at least one copy of all serials should remain in the office. Mr. Nathan and Mr. Clegg recommended favorably, feeling that the saving in time and a greater ease in assigning cases would be effected and at the same time cause a reduction in the amount of typing necessary to make extra copies of the reports. It is to be pointed out that there is no prohibition against this action at present in the Bureau's rules. The Chief Clerk's Manual, by inference, gives positive permission for a file or for serials to be removed from the headquarters office and states that when the entire file is mailed it should in each instance be forwarded by registered mail.

Both sessions of the Chief Clerk's School expressed the opinion that it would save considerable clerical work if this action were continued.

Those opposing the practice at the Conference pointed out that an Agent in Charge might have a need for the file or might need to refer to a serial and there would be no copy in the file. They suggested also that in some instances an inquiry might be received from the Bureau and either both serials or an entire file would be temporarily missing. Those favoring the action were of the opinion that in such instances the Special Agent in Charge could, in turn, telephone the Agent for information, and also pointed out that the Bureau's file would be, in most instances, as complete as the file in the field office.

Those present at this Conference were Messrs. Tolson, Glavin, Nathan, Pennington and Clegg.

Respectfully,
FOR THE CONFERENCE,

Clyde Tolson,
Chairman.

W. R. Glavin,
Secretary.

cc: Mr. Glavin,

HHC:VG

November 17, 1937.

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered the information contained in a communication from Mr. Coffey relative to the preparation of light portable and cheap interiors which could easily be converted into crime scene rooms of various types such as kitchens, living rooms, or bedrooms, just as a stage is converted into various types of quarters by the use of stage props. At the present time, it is pointed out that there are but two rooms available for crime scene searches in the Department of Justice Building and one of them is used very frequently for exhibition purposes and on tours. It is not believed that the general interior of this room should be disturbed by the use of such equipment and the other room is too small to permit its adaptation along this line. It was felt that as soon as adequate space is obtained the Bureau might take advantage of the knowledge of this adaptation in the preparation of interiors. It was the opinion of the Conference that the interiors in question would merely have a stage setting effect and would add but little to the actual investigative knowledge of students, working in such quarters.

Those present at this Conference were Messrs. Tolson, Glavin, Nathan, Pennington and Clegg.

Respectfully,

FOR THE CONFERENCE,

Clyde Tolson,
Chairman.

W. R. Glavin,
Secretary.

cc: Mr. Glavin.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 7/3/90 BY SP5C/LPM/S

66-2554-989

NOV 23 1937

U. S. DEPT. OF JUSTICE

CLERK

FILE

ORIGINAL FILED IN 1-16 36-47

HN:CSH

November 22, 1937

MEMORANDUM FOR THE DIRECTOR

0
At a meeting of the Executives Conference held this morning, Messrs. Tolson, Pennington, Glavin and Nathan being present, consideration was given to the implied suggestion of Mr. Schilder that an effort be made to secure fingerprints of visitors to penal institutions.

The Conference was of the opinion that the suggestion should not be favorably considered, inasmuch as it was not believed fugitives from justice would visit institutions and there would be no possibility of apprehension thereby.

Respectfully,
For the Conference,

Clyde Tolson, Chairman.

N. H. Glavin, Secretary.

RECORDED
&
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ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323013
DATE 7/3/90 BY SP5ell/bms

66-2554-990	
FEDERAL BUREAU OF INVESTIGATION	
NOV 27 1937	
U.S. DEPT. OF JUSTICE	
NATHAN	GLAVIN
TOLSON	WOLFE
EDENTON	FILE

ORIGINAL FILED IN 62-122-303

HN:CSH

November 17, 1937

MEMORANDUM FOR THE DIRECTOR.

At a meeting of the Executive Conference held this morning, Messrs. Tolson, Clegg, Pennington, Glavin and Nathan being present, consideration was given to a letter dated November 12, 1937, addressed to the Attorney General by the State Department, relative to the Attorney General's request of November 6th for information concerning the policy to be followed by the Bureau in handling requests received from the French authorities for investigative inquiries in the United States regarding lists of individuals of presumably Italian nationality.

The Conference unanimously decided it would be appropriate to request the State Department to submit the facts to the Embassy at Paris in order that an effort may be made informally to ascertain further information concerning not only the desires of the French authorities in requesting these inquiries but also concerning any possible political or international angles which might later prove embarrassing. There is attached hereto a memorandum to the Attorney General, as well as a letter for the Attorney General's signature to the State Department, carrying out this suggestion.

There is also attached hereto a reply to a letter dated November 2, 1937, from the French authorities, requesting investigation concerning two individuals in this country, in which reply the French authorities are advised that this entire matter has been referred to the State Department for a decision as to the policy to be followed.

Respectfully,
For the Conference.

/s/ Clyde Tolson, Chairman

/s/ W. R. Glavin, Secretary.

RECORDED

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/3/90 BY SP5C110ms

66-2554-991
NOV 20 1937
NATHAN
TOLSON
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66-2554-991

HHC:VG

November 17, 1937.

MEMORANDUM FOR THE DIRECTOR

ms. The Executive Conference considered the invitation of Mr. A. L. Dixon of the Home Office, Scotland Yard, London, England, who advised that a place would be reserved for a representative of this Bureau in one of the courses of training to be held in the Metropolitan Police College at Hendon, England, next year. No date has been fixed but it is expected that the course will begin in January.

The Conference recommended that Special Agent W. H. Acers be designated to take this course of training. From an inspection of the courses of training in the various schools conducted at Hendon, the outlines of which are attached, it was recommended, in accordance with Mr. Coffey's suggestion, that the shortest of the three courses offered, i.e., the "Course of Instruction for Detective Inspectors and Sergeants", lasting for six weeks, be the course attended by Mr. Acers. It was also recommended that he be informed that in accordance with the information furnished by Mr. Coffey, he would be permitted to observe the activities in the other courses of training offered and that he should make such inquiries as appear proper and practical relative to the scope of training and the training methods employed in the various courses.

If the above is approved, a letter is being directed to Sir Philip Game, Commissioner of Police of the Metropolis, New Scotland Yard, London, England, and a copy of this letter is being transmitted to Mr. Dixon. A letter to Mr. Acers has also been prepared for your approval.

Those present at this conference were Messrs. Tolson, Glavin, Nathan, Pennington and Clegg.

Respectfully,

FOR THE CONFERENCE,

RECORDED

Clyde Tolson,
Chairman.

W. R. Glavin,
Secretary.

cc: Mr. Glavin.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/21/90 BY SP5CJL/MS

NOV 29 1937

66-2554-992

TOLSON	GLAVIN	CLARK	COFFEY	FOUR	W. R. GLAVIN
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COPY

FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE.
Washington, D. C.

HHG:VG

November 17, 1937.

MEMORANDUM FOR THE DIRECTOR

ag
The Executive Conference considered the suggestion that all correspondence relating to the FBI National Police Academy be filed in separate files for each police organization. The correspondence is growing so voluminous that it is difficult and involves a great deal of time to check the complete correspondence with any one law enforcement organization concerning their desire for a representative to attend the Academy.

The Conference favored this suggestion unanimously.

If the above is approved, there is attached a memorandum to Mr. Cowl, accordingly.

Those present at this Conference were Messrs. Tolson, Glavin, Nathan, Pennington and Clegg.

Respectfully,

FOR THE CONFERENCE.

Clyde Tolson,
Chairman.

W. R. Glavin,
Secretary.

O.K.

H

cc:Mr. Glavin.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 333013
DATE 7/3/90 BY SP5CJL/MS

RECORDED

66-2554-993
FEDERAL BUREAU OF INVESTIGATION
NOV 30 1937 A.M.
U.S. DEPARTMENT OF JUSTICE
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CLEGG
DEN. OLE
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FILE

ORIGINAL FILED IN 1-4-1864

WRG:atw

November 18, 1937

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered the purchasing for the various field offices of the Bureau of more stable tripods for use with the Recomar cameras presently furnished each office. Mr. Glavin exhibited a Crown No. 1 tripod with tilting top, which is recommended by the Photographic Laboratory and the Conference was unanimous in its approval of this piece of equipment.

It is not believed that these tripods should be furnished all field offices; however, the offices should be advised concerning the Bureau's decision in this regard so that if tripods are desired, they may be ordered.

There is attached hereto a form letter to all field offices concerning this matter.

Those present were Messrs. Tolson, Clegg, Nathan, Pennington and Glavin.

Respectfully,
FOR THE CONFERENCE,

Clyde Tolson,
Chairman.

W. R. Glavin,
Secretary.

RECORDED
&
INDEXED.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 333,013
DATE 7/3/96 BY SP5C/IDMS

ORIGINAL FILED IN 66-3609-770

66-2554-994
FEB 12 1937
TOLSON
FOUR

WRG:ec

November 19, 1937

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered the suggestion submitted by Dennis A. Flinn, clerk in the Personnel Files Section, under date of November 10, 1937. Mr. Flinn suggests in connection with inspections, that the Inspectors place on the individual report containing the comments relative to Agent personnel, the dictation ability of that Agent. This employee points out that at the present time the dictation ability is reflected elsewhere in the inspection report necessitating double work in the Personnel Files Section in filing the information.

The Conference was of the opinion that this suggestion should be followed.

There is attached hereto a letter which will be forwarded to the various Bureau Inspectors, if approved by you.

Respectfully,
FOR THE CONFERENCE,

Clyde Tolson,
Chairman.

W. R. Glavin,
Secretary.

RECORDED

66-2554-994X

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/3/90 BY SP5C110ms

NOV 24 1937
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ORIGINAL FILED IN 66-3311-27

NOT USED

66-2534-995

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 7/3/90 BY SP5C110m5

CHANGED TO

1-3097-199

mm

HN:CSH

November 22, 1937

MEMORANDUM FOR THE DIRECTOR

At a meeting of the Executives Conference held this morning, Messrs. Tolson, Pennington, Glavin and Nathan being present, consideration was given to the suggestion of Special Agent (A) A. J. Bryden, of the Dallas Office, transmitted through the supervisor of the Single Fingerprint Section, to the effect that the single fingerprints of individuals removed from the single fingerprint file, because of the fact that they do not come within the specified classification therefor, be placed in a second or secondary file for use for use in searching in the case of major kidnappings or cases requiring extensive investigations.

The Conference was of the opinion that this would be undesirable, inasmuch as it is understood that the prints being taken from the primary file are those which should not have been placed therein in the beginning and which have no definite value in connection with major cases.

A letter to Agent Bryden is attached for your approval.

Respectfully,
For the Conference,
RECORDED

T. E. L. D.
Clyde Tolson, Chairman.

W. R. Glavin, Secretary

66-2554-995X
FEB 1 1938
DEC 9 1937
MAILED
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CR 8

X18EC-15602-2395-2281X

HHC:VG

November 17, 1937.

MEMORANDUM FOR THE DIRECTOR

mm
The Executive Conference considered several suggestions by Agents made during the inspection of the Oklahoma City Office.

Special Agent L. E. Kingman suggested that copies of Identification Orders be sent to all relatives and associates of subjects so that they would be on notice in the event of harboring fugitives. The Conference felt that no uniform requirement of a mandatory nature should be made in cases of this kind and that the wisdom of such action would depend upon the circumstances and the indicated investigative steps to be taken in each particular case.

Special Agent J. V. Murphy suggested that signed or sworn statements be obtained from complainants in impersonation cases so that they would not change their statements concerning the loss of money when the cases are brought to trial. The Conference likewise felt that no general rule should be invoked in this instance but that action consistent with the needs of any individual case might be taken. The validity of a sworn statement, under such circumstances, is questionable at any rate.

Special Agent F. S. Smith suggested that photographs be obtained from penitentiaries of all notorious criminals as they are released. The Conference informed that the Bureau is endeavoring to follow such action whenever possible and the International Association for Identification passed a resolution to this general effect recently.

Agent Smith likewise suggested that he believed information of value in the Mattson case could be obtained if photographs of the deceased boy could be shown to inmates of penitentiaries, as many criminals would furnish information concerning a particularly atrocious crime such as this. The Conference felt that the forwarding of photographs to all penitentiaries to be exhibited to prisoners would not likely serve any useful purpose and the likelihood of this being productive of favorable

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ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,012
DATE 7/3/90 BY SP5C116ms

66-2554-997

DEC 17 1937

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GEE. OLEGG
TAMM
FOUR PERSONNEL

ORIGINAL FILED IN

66-111-4-5649

Memo for the Director

- 2 -

November 17, 1937.

results was too remote and there might be some objections raised by prison authorities if this action were taken.

If approved, Agents Kingman, Murphy and Smith are being advised accordingly.

Those present at the Conference were Messrs. Tolson, Glavin, Nathan, Pennington and Clegg.

Respectfully,

FOR THE CONFERENCE.

Clyde Tolson,
Chairman.

E. R. Glavin,
Secretary.

cc: Mr. Glavin

11/4/37

During an inspection of the Oklahoma City office, Special Agent L. E. Kingman suggested that copies of Identification Orders be sent to all relatives and associates of subjects so that they would be on notice in the event of harboring.

Special Agent J. V. Murphy suggested that signed or sworn statements be obtained from complainants in impersonation cases so that they would not change their stories concerning the loss of money when the cases are brought to trial.

Special Agent F. S. Smith submitted the suggestion that photographs be obtained from penitentiaries of all notorious criminals as they were released.

Special Agent Smith likewise suggested that he believed information of value in the Mattson case could be obtained if photographs of the deceased boy could be shown to inmates of penitentiaries, as many criminals would furnish information concerning a particularly atrocious crime such as this.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 7/3/90 BY SP5C110ms

66-2554-997

COPY

WRG:EC

November 19, 1937

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered the suggestion submitted by Special Agent V. T. Parry that paper disks be secured which can be attached to records made by the newly purchased sound recording equipment. This disk, which will be placed in the center of the record, would show the field division, the case, the installation, date, record number, by whom recorded, as well as the times recorded.

The Laboratory experts are of the opinion that this suggestion is a sound one and should be followed. The Conference unanimously approves the suggestion made. There is attached hereto a memorandum addressed to Mr. Coffey instructing that the necessary disks be secured.

Those present were Messrs. Tolson, Nathan, Clegg, Pennington and Glavin.

Respectfully,
FOR THE CONFERENCE?

Clyde Tolson,
Chairman

W.R. Glavin,
Secretary

RECORDED

66-2554-998

FEDERAL BUREAU OF INVESTIGATION

DEC 6 1937

NATHAN
TOLSON
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ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 333,613
DATE 7/3/96 BY SP5CWN/MS

ORIGINAL FILED IN

66-2554-998

WV

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LRF:RP

FEDERAL BUREAU OF INVESTIGATION

WASHINGTON, D. C.

November 19, 1937

MEMORANDUM FOR MR. TAMM

During the past several days it has been necessary to prepare a number of Identification Orders and Wanted Notices and the Director has been very much dissatisfied with the photographs appearing thereon, a number of them being rather old and others indistinct.

I would like, therefore, to suggest that at the next Supervisors' Conference held in your office it be very definitely impressed upon the Supervisors that it is of paramount importance to secure recent and clear photographs of the fugitives at the earliest possible date.

Respectfully,

L. R. Pennington

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,612
DATE 7/3/96 BY SP5CJM/S

RECORDED

66-2554-998X

RECEIVED

NOV 23 1937

FUG. SUP.

66-2554-998X

HHC:VG

November 17, 1937

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered the suggestion of Mr. Nichols that a communication be forwarded to all employees requesting that when reports are made concerning addresses made before organizations the complete and correct name of the organization or group be set forth as well as the occasion on which the talk is being given. The Conference approved this suggestion.

If approved, the attached phraseology is suggested for inclusion in the next Bureau Bulletin.

Those present at this Conference were Messrs. Tolson, Glavin, Nathan, Pennington and Clegg.

Respectfully,

FOR THE CONFERENCE.

Clyde Tolson,
Chairman.

W. R. Glavin,
Secretary.

cc: Mr. Glavin

RECORDED

66-2554-999

U. S. DEPT. OF JUSTICE
NOV 18 1937
CLERK
FILE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/3/90 BY SP5CH/MS

94-1-216

HRC:VG

November 17, 1937.

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered the suggestion that files relating to subversive matters not be placed in the regular files of a field office but be maintained among the personal and confidential files in an office.

The Executive Conference does not agree with this suggestion, it being felt that all Bureau information is confidential and that this type of data is no exception. It was pointed out that such a requirement would soon lead to congestion in office safes and office locked files, which are available only to the Special Agent in Charge, and that such information is not of sufficient personal and confidential character that it cannot be carried in the regular files.

If this is approved, a suggested draft is attached for inclusion in the next Bureau Bulletin.

Those present were Messrs. Tolson, Glavin, Nathan, Pennington and Clegg.

Respectfully,

FOR THE CONFERENCE,

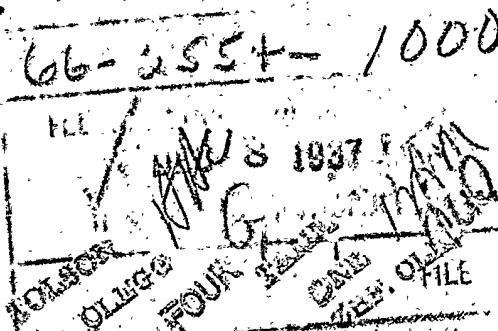
Clyde Tolson,
Chairman.

W. H. Glavin,
Secretary.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323613
DATE 5/23/94 BY SP6BJA/oms
7/3/96 240,335
SPScl/oms

cc: Mr. Glavin.

RECORDED



4-262-40267-63-40267-4
ORIGINAL FILED IN

REC:VG

November 17, 1937.

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered the suggestion submitted by Special Agent in Charge E. L. Conroy that it might be possible for those attending the FBI National Police Academy to obtain meals and lodging at army barracks in or near Washington, where meals would be cheaper and where the men could be required to study and not be allowed to wander over town, studying only when they pleased. Mr. Conroy gave instruction at a sheriffs' and police officers' school being conducted at Baton Rouge by the Louisiana State Police. At this school the police officers are given quarters in the barracks of the Louisiana State Police and fed at police headquarters. Mr. Murphy Roden, Assistant Superintendent, advised that the only cost incident to the training was \$1.00 per day for meals, and was of the opinion that it would be a good idea to be followed in Washington, if possible.

The Conference felt that in view of the fact that mimeographed notices of boarding houses, apartment houses, rooming houses and hotel costs were being furnished to members of the Police Academy upon their arrival and given ample opportunity to select their own living quarters, and also in view of the fact that there are no known barracks of this type sufficiently close to Washington where it is believed such police officials would be acceptable, it was necessary to recommend unfavorably with reference to this suggestion.

If approved, Mr. Conroy is being advised accordingly.

Those present at this Conference were Messrs. Tolson, Glavin, Nathan, Pennington and Clegg.

RECORDED
Respectfully,

FOR THE CONFERENCE,

Clyde Tolson,
Chairman.

W. R. Glavin,
Secretary.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/3/90 BY SP5G/10ms

cc: Mr. Glavin.

ORIGINAL FILED IN 66-2554-1001

HHC:VG

November 17, 1937

MEMORANDUM FOR THE DIRECTOR

ag
The Executive Conference considered the suggestion of Mr. Foxworth that when the Bureau forwards copies of a letter to a field office and such letter requires investigative activity by the field office two copies of such letters be forwarded in each instance. It was cited that in some instances a letter of acknowledgment is forwarded to a complainant advising him that an Agent will call upon him in a short time, a copy being forwarded to the field office. In such cases it is believed that two copies should be forwarded to the field office.

The Conference unanimously favored this suggestion.

If approved, there are attached memoranda for the Supervisors of the staff of the Bureau.

Those present at this Conference were Messrs. Tolson, Glavin, Nathan, Pennington and Clegg.

Respectfully,

FOR THE CONFERENCE.

Clyde Tolson,
Chairman.

W. R. Glavin,
Secretary.

cc: Mr. Glavin.

RECORDED

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED, 323,013
DATE 7/3/90 BY SP5C110ms

66-2554-1062
DEC 8 1937
TOLSON
CLEGG
FOUR
JAN 11 1938
PERSONAL

6-625-29
ORIGINAL FILED IN

December 7, 1937.

Memorandum for Mr. Carr
Clegg
Coffey
Conrad
Crowl
Fay
Glavin
Harbo
Hince
Laughlin
Long

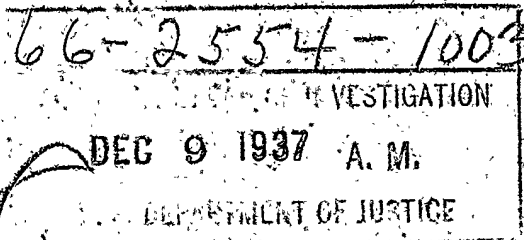
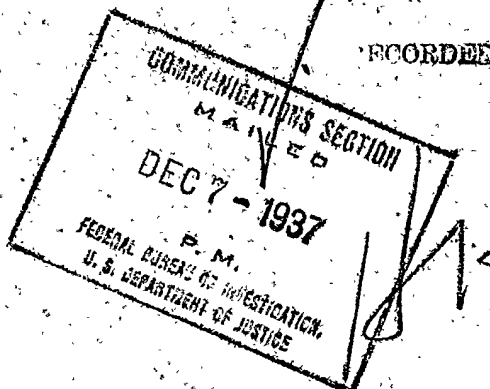
Mr. Mathis
Nichols
Pennington
Schilder
Seyfarth
Singman
Skousen
Tamm, E. A.
Tamm, Q.
Tracy

With reference to the training of supervisors, it is desired that each of the employees to whom this memorandum is addressed assemble in Training School Room Number 2 promptly at five o'clock, Wednesday, December 8, 1937.

Very truly yours,

John Edgar Hoover,
Director.

Mr. Nathan
Mr. Tolson
Mr. Baughman
Mr. Clegg
Mr. Coffey
Mr. Crowl
Mr. Egan
Mr. Foxworth
Mr. Glavin
Mr. Harbo
Mr. Hottel
Mr. Lester
Mr. McIntire
Mr. Naughton
Mr. Nichols
Mr. Pennington
Mr. Schilder
Mr. Tamm
Mr. Tracy
Miss Gandy



HH:CSH

December 1, 1937

MEMORANDUM FOR THE DIRECTOR

At an Executives Conference held this morning, Messrs. Tolson, Pennington, Clegg and Nathan being present, consideration was given to the suggestion of Special Agent Lloyd A. Ducommun of the Chicago Office, that whenever a wanted notice is placed against a fingerprint card in the files of the Identification Division, a form letter be directed to each law enforcement agency which the criminal record shows has previously arrested this individual.

The conference unanimously decided against the adoption of this suggestion, feeling that a police official or department placing a wanted notice would have previously requested the criminal record of the individual wanted, and would, therefore, be in a position to circularize the police agencies which had previously arrested him and might be cognizant of information concerning his location.

Respectfully,
For the Conference,

Clyde Tolson, Chairman.

W. R. Glavin, Secretary.

RECORDED

66-2554-1004

FEDERAL BUREAU OF INVESTIGATION	
DEC 10 1937	
U. S. DEPARTMENT OF JUSTICE	
NATHAN	FILE
COLSON	FILE
FOUR	FILE
PERS. FILES	FILE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/3/96 BY SP5C/IDM/S

62-24151-70

LOG:AT

December 1, 1937

MEMORANDUM FOR THE DIRECTOR

The Executives Conference, on December 1, 1937, Messrs. Tolson, Nathan, Olegg, Pennington, Hince, and Schilder being present, discussed Recommendation #2 relating to the Typing Section, submitted by Mr. Hince during his recent inspection of the Identification Division.

This recommendation was to the effect that the Bureau discontinue the policy of forwarding to arresting agencies copies of the criminal records of persons identified following arrest so that these additional copies could be forwarded to the prosecutors. Mr. Hince, in making his recommendation, expressed his belief that the majority of these copies are not being put to good use; that in many cases the offense had never come before the prosecutor and consequently he does not know what to do with the criminal record, and that in other cases the police agency forwards the prosecutor's copies to the prosecutor before the cases come to him.

It was pointed out during the discussion of this problem that the real value of a criminal record is its utility to the prosecutor and that while some of these agencies may not handle these matters intelligently it was felt that they at least were being furnished with information of value to them. It was further pointed out that this practice does entail additional work, of course, on the part of the Typing Section of the Identification Division.

RECORDED

66-2554-1004

The vote concerning this suggestion reflected divided opinion, those in favor of continuing the forwarding of copies for the prosecutor being Messrs. Tolson, Pennington, Olegg, and Schilder, and those opposed being Messrs. Nathan and Hince.

NATHAN
Respectfully,
For the Conference,

FOUR

STAT. SEC. UNIT
TAMM

Clyde Tolson, Chairman.

W. R. Glavin, Secretary.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/3/90 BY SP5C11/ams

ORIGINAL FILED IN 66-3761-1151

HEG:VG

November 17, 1937

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered the matter of the circularization of letters and information by field offices. The present policy of the Bureau requires that in all instances circular letters be approved by the Bureau before they are issued by the field. Even though these letters relate to the apprehension of a fugitive, it has been necessary to require prior Bureau approval before mailing because of the fact that in some previous cases letters were not clear or complete and contained erroneous information. The question arose at a recent SAC school as to the circularization of information by radio broadcast when emergencies arose. Due to the fact that approval of the content of such broadcasts can be obtained from the Bureau by telephone or teletype in a few moments and due to the likelihood that even radio broadcasts might contain erroneous or incomplete information, it was deemed advisable by the Conference that approval of such broadcasts should be required by the Bureau.

If this is approved, there is attached a suggested draft for inclusion in the next Bureau Bulletin.

Those present were Messrs. Tolson, Glavin, Nathan, Pennington and Glegg.

Respectfully,

FOR THE CONFERENCE,

Glyde Tolson,
Chairman.

RECORDED

W. R. Glavin,
Secretary.

cc: Mr. Glavin.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 303,013
DATE 7/31/90 BY SP5CJ/DM5

ORIGINAL FILED IN

62-34250-105X

66-2554-1005

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EX-100
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EX-120

HHC:VG

December 4, 1937.

MEMORANDUM FOR THE DIRECTOR

The Personnel Files Section has advised that abstract slips are not needed for individual efficiency reports although they are necessary for the letter of transmittal and with 30-day efficiency reports.

The Executive Conference unanimously agreed that an exception should be made so that abstract slips need not be made for semi-annual efficiency reports. If approved, there is attached a suggested bulletin together with replies to two letters from the field on this point.

Those present at this Conference were Messrs. Tolson, Nathan, Pennington and Clegg.

Respectfully,

FOR THE CONFERENCE,

Clyde Tolson,
Chairman.

W. R. Glavin,
Secretary.

cc: Mr. Glavin.

RECORDED

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,813
DATE 7/3/90 BY SP5/LLD/MS

66-2554-1006
FEDERAL BUREAU OF INVESTIGATION
DEC 11 1937 A.M.
U.S. DEPT. OF JUSTICE
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ORIGINAL FILED IN 66-3739-28

RECORDED

66-2554-1007 December 8, 1937.

Copy

MEMORANDUM FOR:

MR. TOLSON
NATHAN
CLEGG
TAMM
COFFEY

CROWL
GLAVIN
HARBO
HINCE
LONG

NICHOLS
SCHILDER
SEYFARTH
TRACY

Dear Sir:

Upon the arrival of Special Agents for assignment as supervisors at the Seat of Government, it is necessary hereafter that the following procedure be adopted:

1. On the first day the supervisor reports to work, he should hold a conference with his immediate superior or division chief at which time the general nature and scope of his duties should be outlined to him as well as the details of the manner of performing this work. He should at the same time be provided with a Supervisors' Manual and the chart showing the organization of the work in his division.

2. On the first day of his arrival, he should likewise take the regular tour of the Bureau conducted by a Tour Leader.

3. He should then be given personal instruction by the chief of each of the sections or divisions, or in their absence, the assistant chief, in the administration, organization, the results, accomplishments, the assistance and cooperative features of each of the following divisions or sections:

Technical Laboratory	3 hours
Identification Division	3 hours
Crime Statistics Section	2 hours
Training Division, including	
Manual interpretations	3 hours
Research Division	2 hours
Chief Clerk's Office	3 hours
Communications Section	1/2 hour
Files Section	2 hours
Organization of the Director's	
Office - by Mr. Tracy	1 hour

COMMUNICATIONS SECTION

MAILED

DEC 8 - 1937

P. M.

FEDERAL BUREAU OF INVESTIGATION,
U. S. DEPARTMENT OF JUSTICE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 333013
DATE 7/3/90 BY SP5/lon

It is required that all of the above instruction be received by the supervisor during the first two weeks of his assignment to the Washington headquarters. This arrangement will permit the new supervisor to spend a portion of each day at his desk and a portion of time may be spent receiving training.

The Training Division should be notified promptly upon the arrival of any newly designated supervisor. Upon completion of each of the items of instruction, the Training Division should be advised by the chief of the division or section giving the instruction that same has been completed.

An adequate number of copies of this memorandum are being furnished to your office for issuance to the supervisory staff members as they report on duty.

Very truly yours,

A handwritten signature in dark ink, appearing to read "J. E. Hoover". The signature is written in a cursive style with a large initial "J" and a stylized "H".

John Edgar Hoover,
Director.

JOHN EDGAR HOOVER
DIRECTOR

HHC:RML

Federal Bureau of Investigation
United States Department of Justice
Washington, D. C. November 29, 1937

MEMORANDUM FOR THE DIRECTOR

RE: TRAINING SUPERVISORS AT THE SEAT OF GOVERNMENT.

As a suggestion for the training of supervisors at the Seat of Government, I am recommending that the following procedure be adopted:

1. On the first day the supervisor reports to work, he should hold a conference with his immediate superior or division chief at which time the general nature and scope of his duties should be outlined to him as well as the details of the manner of performing this work. He should at the same time be provided with a Supervisors' Manual and the chart showing the organization of the work in his division.
2. On the first day of his arrival, he should likewise take the regular tour of the Bureau conducted by a Tour Leader.
3. He should then be given personal instruction by the chief of each of the sections or divisions, or in their absence, the assistant chief, in the administration, organization, the results, accomplishments, the assistance and cooperative features of each of the following divisions or sections:

Technical Laboratory	-	3 hours
Identification Division	-	3 hours
Crime Statistics Section	-	2 hours
Training Division, including		
Manual interpretations	-	3 hours
Research Division	-	2 hours
Chief Clerk's Office	-	3 hours
Communications Section	-	1/2 hour
Files Section	-	2 hours
Organization of the Director's		
Office - by Mr. Tracy	-	1 hour

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7/3/90 BY SP5/CLM/MS

It should be required that all of the above instructions be received by the supervisor during the first two weeks of his assignment to the Washington headquarters.

RECORDED & INDEXED

I believe that by arranging that the above instructions be received during a period of two weeks, it will permit a portion of each day to be spent at his desk and a portion to be spent receiving training.

Approved,

12/1/37

66-2554-1007

FEDERAL BUREAU OF INVESTIGATION

U. S. DEPARTMENT OF JUSTICE

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FILE

Memo. for the Director.

- 2 -

November 29, 1937.

which would permit the new supervisor to have time to absorb and mentally digest the training received and to coordinate it with the specific work assigned to him.

12-8-37
I further recommend that the various division chiefs and section chiefs, together with the assistant chiefs of the divisions and sections mentioned, be assembled together at which time I could outline to them exactly what was expected and what they should do and definite plans and a definite program for the activities and instructions in each division could be arranged for. I think it would be entirely satisfactory for the new supervisor to receive the above mentioned training either during the day or evening to suit the mutual convenience of the supervisor and the division chief, although it will be incumbent upon the supervisor to receive this training during the two weeks' period. The Training Division should keep informed as to the progress he is making and make certain that this training is being received.

Respectfully,

H. H. Clegg
H. H. Clegg.

HHC:EG

December 1, 1937.

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered the suggestion made by Mr. Shivers while attending the recent SAC Conference. It appears that an inspector criticized the maintenance of the detention room in the Miami office because a glass light bulb was suspended from the ceiling of the detention room. The glass globe or bowl covering the electric light bulb, it was thought, might be used by anyone in the detention room either for attacking a Bureau employee or for self-destruction. In each instance where this condition has been found, instructions have been issued that the bowl be protected with a metallic covering.

Mr. Shivers pointed out in this connection that in detention rooms there were usually windows which were exposed and might be broken by the person detained and the window pane used for similar purposes. It was then discovered that in some field offices a wire screen appeared on the inside of the detention room in order to eliminate or at least limit the possibilities of the window being broken and used for the purpose described. In other field offices, the iron bars or screen are on the outside of the window, making the window glass easily accessible. It was believed by the Executive Conference that, in all instances, a metallic screen should be installed on the inside of the detention room, protecting the window so that the window glass could not be used for such purpose.

If this is approved, there is attached hereto a suggested bulletin setting out these instructions.

Those present were Messrs. Tolson, Nathan, Pennington and Clegg.

Respectfully,

FOR THE CONFERENCE,
RECORDED

INDEXED

Clyde Tolson,
Chairman.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/3/90 BY SP5C110ms

cc-Mr. Glavin

66-2554-1008

DEC 13 1937

F. R. Glavin,
Secretary.

OLIVER
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ORIGINAL FILED IN 66-2554-1008

HHC:BG

December 1, 1937.

MEMORANDUM FOR THE DIRECTOR

The consideration of the Executive Conference was given to the statement of several Special Agents in Charge that they did not feel a field office should be criticized when, following the receipt of a letter from a U. S. Attorney requesting an investigation, a report to the U. S. Attorney was submitted the same day, the following day or even within a reasonable length of time. It appears that the inspectors have been rather arbitrary in criticizing field offices for failure to acknowledge communications from U. S. Attorneys under such circumstances.

If this is approved, there is attached hereto a memorandum for all Bureau inspectors and also a suggested bulletin to field offices.

Those present were Messrs. Tolson, Nathan, Pennington and Clegg.

Respectfully,

FOR THE CONFERENCE,

Clyde Tolson,
Chairman.

RECORDED

66-2554-1009

DEC 11 1937 A.M.

U. S. DEPT. OF JUSTICE

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ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 33,613
DATE 7/3/96 BY SP5C/110ms

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HM:CSH

December 7, 1937

MEMORANDUM FOR THE DIRECTOR

At an Executives Conference held this morning, Messrs. Tolson, Tamm, Glavin and Nathan being present, consideration was given to the suggestion of Mr. A. B. Ground of the Technical Section, Identification Division, that, in order to minimize the turnover of personnel in the Technical Section, the existing age requirement for Student Fingerprint Classifiers be changed from 18 to 25 years to 18 to 35 years.

The Conference was of the opinion that the turnover to date has not been a matter to cause any considerable alarm and that the present age limit, as indicated by Mr. Ground, will enable the Bureau to secure better personnel material. It was, therefore, decided not to adopt his suggestion. A letter to Ground is attached.

Respectfully,
For the Conference,

Clyde Tolson, Chairman.

W. R. Glavin, Secretary.

RECORDED

66-2554-1010

DEC 14 1937

NATHAN
TOLSON
DEC. 14 1937

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ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 3/3/90 BY SP5C110m5

ORIGINAL FILED IN 62-17890-69

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HHC:EG

December 1, 1937.

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered the request of the State Director of Vocational and Adult Education of Madison, Wisconsin, who desires to hold a conference with the Director or some Bureau official concerning a plan to establish a series of police schools in various Wisconsin vocational school centers.

This matter after being considered, it was believed, should be given favorable consideration as far as this request is concerned until after a decision has been reached following a conference between Mr. Cushman of the Office of Education and Mr. Clegg as to the general set-up and understanding which could be reached between the Office of Education and this Bureau as to police training. Therefore, pending this determination, it was recommended that the attached request be given favorable consideration and a letter to Mr. Hambrecht is being prepared along this line if approved.

In the meantime, Mr. Hambrecht has been contacted by telephone in Baltimore by Mr. Clegg to ascertain if he still was desirous of holding this conference. He stated that he was and would, either on Friday or Saturday of this week, telephone Mr. Clegg with a view to effecting this appointment, at which time his specific ideas and plans could be ascertained, and the Bureau could then determine what action would be taken.

Those present were Messrs. Tolson, Nathan, Pennington and Clegg.

Respectfully,

FOR THE CONFERENCE,

RECORDED

Clyde Tolson,
Chairman.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 333,013
DATE 7/3/90 BY SP5C/110m5

66-2554-1012
DEC 1 1937
TOLSON
CLEGG
RES. DIV.
HARRIS
Kearney
OK

ORIGINAL FILED IN 16-282-1

HN:CSH

December 1, 1937

MEMORANDUM FOR THE DIRECTOR

At an Executives Conference held this morning, Messrs. Tolson, Pennington, Clegg and Nathan being present, consideration was given to the suggestion of Mr. Homer Fielding, an employee of the Typing Section, Identification Division, to the effect that the time limit for replying to non-identified prints be extended 24 hours, in order that efforts may be concentrated upon getting out the replies to the identified prints.

Miss Dawson, Supervisor of the Typing Section, after carefully studying this suggestion, advised that while it would relieve the last minute rush at the end of the day, she did not think the general situation would be improved or that this suggestion would improve the production on identified prints.

The Conference unanimously disapproved the suggestion of Fielding, in view of Miss Dawson's statements set out above. A letter to Fielding is attached.

Respectfully,
For the Conference,

Clyde Tolson, Chairman.

W. R. Glavin, Secretary.

- Mr. Tolson
- Mr. E. A. Tamm
- Mr. Clegg
- Mr. Coffey
- Mr. Crowl
- Mr. Egan
- Mr. Foxworth
- Mr. Glavin
- Mr. Harbo
- Mr. Hendon
- Mr. Lester
- Mr. McGuire
- Mr. Mumford
- Mr. Quinn
- Mr. Nease
- Mr. Pennington
- Mr. Rosen
- Mr. Tracy
- Miss Gandy

RECORDED

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/31/90 BY SP5C10MS

66-2554-1013	
FEDERAL BUREAU OF INVESTIGATION	
DEC 4 1937 P.M.	
U. S. DEPT. OF JUSTICE	
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ORIGINAL FILED IN 66-1531-2771X

HN:GSH

December 1, 1937

MEMORANDUM FOR THE DIRECTOR

At an Executives Conference held this morning, Messrs. Tolson, Pennington, Clegg and Nathan being present, consideration was given to the suggestion of Mr. A. B. Ground, of the Technical Section, Identification Division, that a separate form be adopted for the recording of female prints.

The Conference, upon being advised that this would mean not only a change in the criminal cards, but also in several other varieties, such as the personal identification, applicant, and civil service print forms, was of the opinion that the adoption of Ground's suggestion would mean too much new stationery and would tend to confuse the Bureau's correspondents. A letter to Ground is attached.

Respectfully,
For the Conference,

Clyde Tolson, Chairman

W. R. Glavin, Secretary.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/3/90 BY SP5/oms

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RECORDED

66-2554-1013X

FEDERAL BUREAU OF INVESTIGATION	
DEC 1 1937 P. M.	
U. S. DEPARTMENT OF JUSTICE	
TOLSON	FILE
CLEGG	
FOUR	

COPY

ABG:BD

November 22, 1937.

MEMORANDUM FOR MR. NATHAN.

Re: New type of female fingerprint forms.

There seems to be but one objection to the suggested form, that is, the contributor will not use the blanks for females. To my simple mind, it is time we ceased catering to the contributor and commenced educating the contributor to lean the Bureau's way. We furnish the every need of the contributor and surely they can use the proper form supplied for the purpose.

We receive approximately 4,000 fingerprints daily. They must be sorted and stamped "Female" by the Recording Section. If the new form is approved it would eliminate the stamping. Each print is sorted about two and one-half times in the Technical Section, which Section, therefore, sorts the equivalent of 10,000 prints daily, of which 1,000 are females and often the "Female" stamp is overlooked either by the stamper in the Recording Section or by the sorter in the Technical Section. I have questioned the Technical sorters and they say that the new form would be seen more readily than the present one, saving sorting time in the Technical Section. The same number of prints must be sorted in the Card Index Section. The new form would also stand out in that Section's sorting procedure. The Assembly Section must also sort the prints for filing by the Technical Section. The new form would stand out there also.

I have discovered, through a check of the files, that thirty-six large contributors now use or have used for their own files the proposed type of card and in many instances forward this type of card for the Bureau's files. The Bureau is behind Scotland Yard in this respect as the Yard uses the proposed form. I believe we are ahead of Scotland Yard in other respects so let us not get behind simply because we are unable to educate the contributor to use the simple form.

This memorandum is submitted for your consideration.

Respectfully,

1 ENCL H

RECORDED

(s) Albert E. Mohr

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/3/90 BY SP5C10M/S

66-2554-1013X	
DEC 17 1937 P.M.	
DEPARTMENT OF JUSTICE	
MAILED	FILE

ORIGINAL FILED IN 66-1631-4775X

November 22, 1937

MEMORANDUM FOR MR. NATHAN *HN*

Reference is made to the suggestion of Mr. A. B. Ground, dated November 2, 1937, considered at the Identification Division Supervisors' Conference on November 19. Mr. Ground contemplated the utilization of a separate type of fingerprint card for females. He suggested the adoption of a card printed in red on a white background with the word "Female" in the upper right-hand corner.

I am opposed to this suggestion. At the present time about 7% of the total number of fingerprint cards recorded in the Division are females. Yet the carrying out of this suggestion would necessitate a separate female fingerprint form to correspond with each form currently being supplied to contributors, i. e., arrest, institution, Civil Service, New York Police Department, personal identification, applicant, and personnel record forms. It is my opinion that doubling the use of existing fingerprint forms not only would make for confusion, but would result in an additional burden being placed on the Recording Section and the Supply Room of the Bureau. Mr. Ground's suggestion would not affect the work in the Typing or Posting Sections, and it is my opinion and that of the Supervisor of the Card Index Section and the Acting Supervisor of the Assembly Section that no benefits would redound to these Sections.

If all or nearly all of our 10,600 contributors could be "educated" to use a separate female form the Technical Section would benefit. However, in my opinion many law enforcement officials and agencies, particularly in the smaller communities, would use whatever fingerprint form was available, and hence it would result in male impressions on female fingerprint forms and vice versa, and examination of all cards to determine sex would still be required.

The utilization of a separate female form would mean that the Recording Section would have to stamp male impressions on female fingerprint forms "Male" and female impressions on male fingerprint forms "Female", thus, necessitating the utilization of two stamps where at present only a female stamp is **RECORDED**

The utilization of a new applicant form recently has been ap

ENCLOSURE *dm*

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 333,013
DATE 7/31/96 BY SP5C110MS

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U. S. DEPARTMENT OF JUSTICE	
NATHAN	IDENT UNIT
FILE	

ORIGINAL FILED IN 66-1631-4775X

Memo Mr. Nathan

-2-

11/22/37

proved by the Executive Conference. Mr. Ground advises that the adoption of this form prompted his present suggestion.

It is my opinion that a different situation exists in each instance inasmuch as our applicant contributors at the present time consist of the larger law enforcement agencies, which can be more readily reached and more readily "educated" to the proper use of a new form. The female form, if adopted and if it is to be of benefit to the Bureau, would have to be used by over 10,600 contributors. Our attempt to make them distinguish and handle correctly the various types of male and female forms, I feel, would be too much to expect.

Respectfully,

W. J. McMulty.

ABJ:JEM

November 2, 1937

MEMORANDUM FOR MR. NATHAN.

Re: Suggestion in connection
with Male and Female
Fingerprint Cards.

May I suggest for your consideration, and the attention of the Supervisors' Conference, the use of a different type of fingerprint card for females in order that it may be distinguished from the regular male form. I suggest that we adopt a card printed in red on a white background with the word "F E M A L E" in the upper right hand corner.

Inasmuch as it is desirable to have a distinct fingerprint form in order to facilitate the work in the Bureau, I believe this suggestion would prove a definite move forward.

Considerable difficulty has been encountered in the past determining if a print is male or female and occasionally a female card is filed in the male files. This form would serve as an automatic flag to sorters, both in the Technical and Card Index Sections, and also in filing.

It is further suggested that the type of fingerprint card be use in connection with the recently adopted "Applicant" form.

Respectfully,

A. B. Ground.

CC-Mr. McNulty
Mr. Bundy
Mr. Singman
Mr. Nimmons
Mr. Simpson
Miss Dawson
Mrs. Bush.

CC - Mrs. Welliver
Mr. Engert
Mr. Ground
Mr. Rice
Mr. Clarke
Bureau.

RECORDED

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/31/90 BY SP5C/ldm/s

66-2554-1013X	
FEDERAL BUREAU OF INVESTIGATION	
DEC 17 1937 P. M.	
U. S. DEPARTMENT OF JUSTICE	
NATHAN	FILE

ORIGINAL FILED IN

66-1631-4975X

November 17, 1937

MEMORANDUM FOR THE DIRECTOR

The Executive Conference had its attention called to the fact that there existed confusion on the part of the field and inconsistency between the field and Bureau relative to the classification and file numbers in which information concerning speeches are filed. At the Seat of Government, the files are maintained under Classification 94, entitled "Research". It appears that the majority of the field offices are carrying this type of matter under Classification 80, entitled "Public Relations". It appears that the field is more logical in its determination of this classification and yet the Bureau has been maintaining these files under classification 94 for such a period of time that it would involve extensive and, it is believed, unnecessary work for the Bureau to change its file numbers. It was believed, therefore, that instructions should be issued for the Seat of Government to continue carrying these matters under classification 94 and that the field should be informed to carry such data under classification 80. In order to avoid inquiries from the field in this connection, it was not considered necessary that the Bureau's file numbers be carried on outgoing correspondence to the field concerning such matters. In this connection, the Chief Clerk's Manual provides that under classification number 80, "shall be filed correspondence relating to speeches by employees and other data including copies of speeches made by the Director and the Attorney General, invitations to deliver talks and similar data."

RECORDED & INDEXED

In the event the above suggestions are approved, a bulletin addressed to the field will call attention to this requirement. There is attached a suggested bulletin form for this purpose. Memoranda are also attached for Seat of Government employees relative to this matter.

Those present were Messrs. Tolson, Glavin, Nathan, Pennington and Clegg.

Respectfully,
FOR THE CONFERENCE.

cc: Mr. Glavin

(s) Clyde Tolson (s) W. G. Glavin
Chairman Secretary

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/3/90 BY SP5C110MS

94-1-203X
ORIGINAL FILED IN

HN:CSH

October 28, 1937

MEMORANDUM FOR THE DIRECTOR

The Executives Conference this morning, Messrs. Tolson, Tamm and Nathan being present, considered the desirability of requesting fingerprint contributors to submit the complete three names of all persons arrested, rather than the first name, middle initial and last name.

In spite of the possibility that this might require additional searchers in the Card Index Section, it was unanimously believed that this would be a logical and proper break-up and that the procedure should be followed.

There is attached a letter of thanks to Mr. W. H. Nimmins, Supervisor of the Card Index Section, who originally submitted this suggestion.

Respectfully,
For the Conference,

Clyde Tolson, Chairman.

RECORDED

66-2554-1015

INDEXED

DEC 28 1937

U.S. DEPT. OF JUSTICE

RECEIVED

TOLESON

PRINT UNFILE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/3/90 BY SP5CNDMS

ORIGINAL FILED IN 62-41-D-953X

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66-2554-1016

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323013
DATE 7/3/90 BY SP5G110ms

CHANGED TO

1-3094-X102

MO

PEE:CDW

December 11, 1937.

MEMORANDUM FOR THE DIRECTOR

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The Executive Conference, consisting of Messrs. Tolson, Nathan, Clegg and Foxworth, considered the attached bulletin suggesting that consideration be given to the placing of mail covers on the relatives and close associates of Bureau fugitives during the approaching holiday season, and was unanimously in favor of its submission to the field.

Respectfully,
For the Conference,

CLYDE TOLSON,
Chairman.

W. R. GLAVIN,
Secretary.

ORIGINAL FILED IN 62-122-3172

RECORDED

66-2554-1017	
FEDERAL BUREAU OF INVESTIGATION	
DEC 16 1937 P.M.	
U. S. DEPARTMENT OF JUSTICE	
TOLSON	FILE
CHAS. CLEGG	FILE
W. R. GLAVIN	FILE
W. J. HARRIS	FILE
W. L. RAY	FILE
W. C. SHERMAN	FILE
W. E. SMITH	FILE
W. H. TAYLOR	FILE
W. J. WATSON	FILE
W. M. WILSON	FILE
W. R. WOOD	FILE
W. S. YOUNG	FILE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/3/96 BY SP5/10ms

NHC:BG

December 1, 1937.

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered the suggestion arising out of a conference between Mr. Foxworth and Mr. Clegg. At the present time there is a so-called "Sources of Information Box" maintained under the personal supervision of the Special Agent in Charge, in which the names of confidential informants are indexed. It is true that in practically all field offices the vast majority of the alleged informants are peace officers or are the names of individuals to see in certain buildings or government departments for the purpose of making information more readily ascertainable, and these records serve as a guide to new Agents as well as to Agents recently arrived at a field office who otherwise do not have information as to various contacts in the establishments and organizations with which the Bureau frequently does business.

It was believed that the Sources of Information file should include the names of those law enforcement officials, members of law enforcement associations and officials of companies and organizations who would be available to be contacted under normal circumstances by any Agent desiring information from them. In view of the fact that this Sources of Information file would contain information which should be available to all Special Agents, it is believed that it should be maintained in one of the index card files as a separate unit or in some place easily available to all Agents in the office for reference purposes.

It is further believed that the Special Agent in Charge should keep under his personal supervision a list of confidential informants, arranged as at present. Contacts with these confidential informants should, of course, be limited to cases of necessity, under the supervision at all times of the Special Agent in Charge. Therefore, there would be established both a Sources of Information file, available to all Agents, and a Confidential Informants file, maintained by the

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66-2554-1018
FEDERAL BUREAU OF INVESTIGATION
DEC 17 1937 P.M.
U.S. DEPARTMENT OF JUSTICE
TOLSON
CUNNINGHAM
FOXWORTH
LADD
NICHOLS
TRACY
E.A. TAMM
W.C. CLEGG
HARRIS
QUINN TAMM
WILLIAMS

Memo. for Director.

-2-

12-1-37.

Special Agent in Charge who would supervise the frequency of contacts and the necessity for contacts with these informants. It was further believed that the separation of these boxes would show the dearth of confidential informants in field divisions and seek to effect the development of them by employees.

If this is approved, a bulletin will be prepared to the field, accordingly, to put this plan into effect.

Those present were Messrs. Tolson, Nathan, Pennington and Clegg.
Respectfully,

FOR THE CONFERENCE,

Clyde Tolson,
Chairman.

W. R. Glavin,
Secretary.

cc-Mr. Glavin.

HHC:BG

December 1, 1937.

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered the suggestion of Mr. Foxworth that the Tennessee Valley Authority, which has certain guard work, certain police authority and investigative work to perform, be given favorable consideration for a representative of that department to attend the FBI National Police Academy. An application has previously been received from this organization and the Executive Conference unanimously recommended, since Special Agent in Charge Hood indicated that considerable cooperation was received from this organization and since it was known that they were sending their men to various police schools throughout the country, that their application be given favorable consideration for the May session of the Police Academy.

Those present were Messrs. Tolson, Nathan, Pennington and Clegg.

Respectfully,
FOR THE CONFERENCE,

Clyde Tolson,
Chairman.

RECORDED

66-2554-1018 X

FEDERAL BUREAU OF INVESTIGATION
JAN 11 1938 A.M.

TOLSON
CLERK
FOUR

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/3/90 BY SP5CNDMS

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HHC:BG

December 1, 1937.

MEMORANDUM FOR THE DIRECTOR

At the suggestion of many of the Special Agents in Charge in the recent SAC Conferences, the Executive Conference gave consideration to the advisability of maintaining copies of disposition sheets in field office files. Some years ago instructions were issued that these copies not be retained but that the reports can reflect that disposition sheets had been forwarded. This arrangement, however, has led to considerable confusion since copies of the disposition sheets were not being retained in field office files. In order to eliminate such confusion and since the additional filing time is not as burdensome as the present difficulties in this connection, it is recommended that copies of disposition sheets be maintained in field office files.

Those present were Messrs. Tolson, Nathan, Pennington, and Clegg.

Respectfully,

FOR THE CONFERENCE,

Clyde Tolson,
Chairman.

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U.S. DEPT. OF JUSTICE	
TOLSON	FILE
CLEGG	FOUR
WATSON	ONE

ORIGINAL FILED IN

62-24798-275

HEC:VG

December 4, 1937.

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered the suggestion made by Mr. Coffey relative to the use of sound recording speeches made by lecturers before the training schools of the Bureau.

This equipment has been used to some extent in the Bureau and, it is believed, might be used more often. It was thought that it would be well to record the voices of each of the new Agents in order that they might hear themselves testifying in supposititious cases in the training school and thereby improve.

Those present at this Conference were Messrs. Tolson, Nathan, Pennington and Clegg.

Respectfully,

FOR THE CONFERENCE,

Clyde Tolson,
Chairman.

W. R. Glavin,
Secretary.

cc: Mr. Glavin.

RECORDED

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HEREIN IS UNCLASSIFIED 323,013
DATE 7/3/90 BY SP50110ms

RECEIVED
TOLSON
CLERK
FBI
DEC 17 1937

ORIGINAL FILED IN 66-2554-1019X

HHC:BG

December 1, 1937.

MEMORANDUM FOR THE DIRECTOR

During the recent schools for Chief Clerks, Miss Miedel of the Newark office presented for examination by the members of her class certain forms which had been prepared in what appeared to be a rather excellent fashion to serve as a guide and at the same time as instructions for new duly appointed clerical employees in the preparation of reports, letters and telegrams. The method of presenting this type of instruction appeared to be so simple and yet so valuable that Miss Miedel was requested, upon her return to Newark, to have copies of these data forwarded to the Bureau so that they could be considered as of possible value in having copies made to furnish other field offices. It appears that this form of instruction was prepared at the suggestion of Miss Marie C. Casper of the Newark office.

The Executive Conference considered these forms and recommended that they be reviewed thoroughly by Mr. Tamm, Mr. Glavin and Mr. Clegg, so that the latest instructions with reference to the preparation of these forms might be complied with, after which they should be mimeographed and distributed to all field offices in sufficient quantity for instruction purposes in the Bureau's field offices.

Those present were Messrs. Tolson, Nathan, Pennington and Clegg.

Respectfully,

FOR THE CONFERENCE,

Clyde Tolson,
Chairman.

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HEREIN IS UNCLASSIFIED 323,013
DATE 7/3/90 BY SP5CJL/MS

RECORDED

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FEDERAL BUREAU OF INVESTIGATION	
APR 28 1938 A.M.	
TOLSON	CLERK
CLERK	FILE

Mr. Nathan
Mr. Tolson
Mr. Baughman
Mr. Clegg
Mr. Coffey
Mr. Crowl
Mr. Egan
Mr. Foxworth
Mr. Glavin
Mr. Harbo
Mr. Hottel
Mr. Lester
Mr. McIntire
Mr. Naughton
Mr. Nichols
Mr. Pennington
Mr. Rosen
Mr. Schilder
Mr. Tamm
Mr. Tracy
Miss Gandy

ORIGINAL FILED IN 66-3665-3552

PE:CLW

December 11, 1937.

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, consisting of Messrs. Tolson, Nathan, Clegg and Foxworth, considered the suggestion of SAC Pieper of the San Francisco Office that a letter be directed to the California Highway Patrol advising them of the assistance and the Bureau's appreciation for the services rendered through the border checking stations which are maintained. The Conference was unanimously in favor of the writing of this letter.

Accordingly, there is attached hereto for your approval a letter to Mr. E. Raymond Cato, Chief, California State Highway Patrol, Sacramento, California.

Respectfully,
For the Conference,

CLYDE TOLSON,
Chairman.

W. R. GLAVIN,
Secretary.

Enclosure.

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ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/3/90 BY SP5C110MS

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DEC 13 1937

CLERK

RECORDS

FILE

NHC:VG

December 14, 1937.

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered the suggestion recently made by Special Agent F. J. McArdle to Inspector Foxworth that in the issuance of Bureau bulletins where they pertain to some change in the manual, the section, page and line number be shown in order that the changes may be more readily made in the manual. He also suggested that such changes be printed on thin paper in order that they might be pasted over obsolete sections of the manual.

The Conference did not approve either of the above suggestions. It was felt that it would be a rare instance when a modification would exactly fit the space where a change is made. It was also believed that additions and deductions from the text of the manual should be issued, as at present, in bulletin form in order to prevent an unkempt appearance of the manual. It was further believed that the section, page and line number of the manual should not be referred to as the manual is appropriately indexed and a Special Agent can easily make reference to this index when deemed necessary.

If the above is approved, a letter is being forwarded to Special Agent McArdle accordingly.

Those present at the Conference were Messrs. Tolson, Nathan, Glavin, Foxworth and Clegg.

Respectfully,

FOR THE CONFERENCE,

Glyde Tolson,
Chairman.

RECORDED

W. R. Glavin,
Secretary.

cc: Mr. Glavin.

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HEREIN IS UNCLASSIFIED 373,013
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EAT:CDW

December 7, 1937.

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, composed of Messrs. Tolson, Nathan, Glavin and Tamm, considered the Conference memorandum of December 23, 1936, outlining suggested activity which the Bureau might follow in setting up a depot for acquiring food, clothing, toys, etc., which the Bureau might turn over to some accredited charity. The Conference believes that the Bureau should at this time take some steps to afford Bureau employees an opportunity to participate in the distribution of Christmas gifts to the needy, and the Conference recommends at this time the following program:

The immediate establishment of a receiving depot in Room 5742 which is the last room in Mr. Tolson's suite. It is suggested that a Christmas tree with appropriate decorations be set up in this room at once, and that a circular, a draft of which will be forwarded to you if you approve this program later today, be distributed immediately to all employees with appropriate follow-up circulars on three or four occasions. The Conference recommends the inviting of employees to deposit at the receiving depot donations of clothing, food and toys, and believes that a very creditable showing will be made by the Bureau employees. The members of the Executive Conference desire to withhold making any contribution other than clothing until shortly before Christmas, at which time the Conference will contribute a material amount of foodstuffs or toys, or both, depending upon the items which are the most sparsely received from other contributors.

To avoid any allegation of favoritism in the distribution of the articles received, the Conference recommends turning over all toys received to the Children's Hospital or some similar institution, turning over the clothing, wearing apparel, shoes, etc., to the Salvation Army and delivering the articles of foodstuff to the Volunteers of America. These organizations are merely suggested to illustrate the Conference's belief that by a distribution of the group items to different non-sectarian, non-partisan organizations, less possibility of any resentment from some organization not a donee will arise. The Conference believes that about December 23, 1937, the Bureau should turn the gifts collected over to some representative charities as outlined.

If you approve this suggestion, immediate steps will be taken to set up a Christmas tree with appropriate decorations in Room 5742. A flyer to all employees will be drafted today and sent to you for approval.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/3/90 BY SP5C110MS

Mr. Nathan	Mr. Tolson	Mr. Clegg	Mr. Coffey	Mr. Crowl	Mr. Egan	Mr. Foxworth	Mr. Glavin	Mr. Harbo	Mr. Hendon	Mr. Lester	Mr. Quinn	Mr. Nease	Mr. Nichols	Mr. Pennington	Mr. Rosen	Mr. Schumacher	Mr. Tamm	Mr. Tracy	Miss Gandy
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Memo for Director

-2-

12/7/37

The Conference likewise considered the possibility of its making cash or other material donations to Bureau personnel known to be in need, but recommends against any official action of this kind being taken because of the inability to accurately determine the exact identity of all persons who might be the proper recipients of some Christmas remembrance, the Conference feeling that some feeling of discrimination or favoritism might result if contributions were made to some people and not to others in similar circumstances. It is felt, however, that the establishment of the receiving depot and the distribution of items received through organized charities will carry out the Bureau's desires without creating any possibility of criticism. The Conference believes that in ensuing years, donations will be made to charities other than those participating in this year's distribution.

Respectfully,
For the Conference,

CLYDE TOLSON,
Chairman.

December 7, 1937

MEMORANDUM FOR THE DIRECTOR

At an Executives Conference held this morning, Messrs. Tolson, Tamm, Glavin and Nathan being present, consideration was given to memoranda prepared by Messrs. Harbo, Schilder and Nathan, dated November 16, 23 and 30, 1937, respectively, relative to ways and means of making more efficacious the Single Fingerprint File. The following are the views of the Conference:

1. Mr. Harbo's first suggestion is to the effect that lists of known safe burglars be procured for entry in the Single Fingerprint File.

The Conference understands that the Bureau at the present time is endeavoring to secure from a selected list of police departments information as to the modus operandi records existing in their individual localities with regard to safe burglars. The Conference, therefore, decided that action on this recommendation should be delayed until the receipt of this information.

2. Mr. Harbo suggests a check of information regarding prisoners released from one or more of the larger prisons during the three months preceding June, 1936, for the purpose of determining whether the Single Fingerprint File already contains all of those persons discharged from prisons whose records indicate their criminal specialty falls within the types represented in the file.

The Conference was of the opinion that it would be advisable to secure this information from the records of one prison, covering a three month period, in order to determine whether the Single Fingerprint File is lacking in information of value regarding the individuals released therefrom. It was suggested that the State Prison at Dannemora, New York might be used for this test.

3. Mr. Harbo recommends that interest be stimulated in the Single Fingerprint File on the part of employees of the various sections of the Identification Division and field offices.

The Conference decided that, inasmuch as the existence of the Single Fingerprint File has been iterated and reiterated to Agents in Charge and all Bureau officials on every possible occasion, it would not be appropriate to further call attention of the field to this situation at the present time. The Conference believed it would be well to acquaint the appropriate members of the Identification Division, more particularly the employees of the Posting Section, with the fact that prints should be watched for information of value along these lines.

RECORDED

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ORIGINAL FILED IN 66-16-16-4806

Director.

- 2 -

12/7/37

4. Mr. Harbo suggests that intensive efforts be inaugurated to get complete data from prisons concerning persons released.

The Conference was advised that a form letter to prisons has recently been prepared, calling attention to the desirability of submitting information of this kind.

Respectfully,
For the Conference,

Clyde Tolson, Chairman.

W. R. Glavin, Secretary.

HHC:BG

December 1, 1937.

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered the several suggestions originating during SAC schools which would establish uniformity in opening investigative case files in field offices. The Bureau sends out letters requesting the investigation of applicants to attend the FBI National Police Academy, requesting the investigation of alleged scientific experts, and requesting the location of various specimens for the Laboratory's fibre or firearms standards of comparison file. Numerous requests go out calling for contacts with law enforcement organizations concerning crime statistics and identification matters. In order to establish uniformity and, further, in order to enable the Special Agents in Charge to maintain a definite assignment card record of all requests of this and similar types instead of having to rely solely on lead cards or tickler cards, the following recommendation is made:

That whenever the services of a Special Agent are required to conduct any inquiry or interview or any series of inquiries pertaining to a particular subject matter, whether it be criminal, civil or administrative, provided the services of a Special Agent are mandatory in making such inquiries, the case should be made a matter of assignment and recorded as such on assignment cards in field offices. It would, therefore, be considered as in the same status as any other pending case in the office; it would enable inspectors to determine the condition of this type of investigative work and would prove a more accurate measurement as to the total volume of work by Special Agents in field offices, since the amount of work is, in the future, to be required on administrative reports. Each of these investigations would, at the same time, appear on the administrative reports which are submitted by field offices in the usual manner and under the classifications to which they relate, for example, Classification #1 for training school matters; Classification #94 for research matters; Classification #95, Laboratory cases.

ALL INFORMATION CONTAINED
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DATE 7/31/90 BY SP5C110ms

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66-2554-1024

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SERIALIZED
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DEC 1 1937
FBI - BOSTON
HOLSON
CLARK
CHASE
R.H.
STATISTICAL
SECTION

ORIGINAL FILED IN

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It was further recommended that when records were prepared to submit to the Bureau of the Budget or Congress as to the total pending work, in order that there might be no possibility of any charge that the Bureau was "padding" its records, administrative investigations of these types should not be included in the totals prepared for consideration by Congress or the Bureau of the Budget. It was pointed out that many of the administrative cases were as involved as some of the criminal cases which, in large numbers of instances, consisted of one or two brief interviews or the searching of a criminal record. The adoption of this practice, it was believed, would eliminate all possibilities of criticism and would, at the same time, provide a more uniform and a more accurate basis for keeping of record all types of inquiries to be made by Special Agents.

If this is approved, a bulletin will be prepared to the field to this effect.

Those present were Messrs. Tolson, Nathan, Pennington and Clegg.

Respectfully,

FOR THE CONFERENCE,

Clyde Tolson,
Chairman.

E. R. Glavin,
Secretary.

cc-Mr. Glavin

WRG:atw

December 8, 1937

MEMORANDUM FOR THE DIRECTOR

24
The Executive Conference considered a suggestion of Mr. Quinn Tamm's that certain Thompson Submachine Guns which have been recovered during the course of various investigations in the field service be put to practical use at Quantico, Virginia.

7
The conference was of the opinion that in the event these submachine guns are in good working order, they should be utilized for training purposes at Quantico. The conference recommended that one of the firearms experts presently assigned to the seat of government test all of the guns and if they are found to be in good working condition that they be used for training purposes.

Those present were Messrs. Tolson, Nathan, Tamm and Glavin.

Respectfully,
FOR THE CONFERENCE,

Clyde Tolson,
Chairman.

W. R. Glavin,
Secretary.

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HM:CSH

December 9, 1937.

MEMORANDUM FOR THE DIRECTOR.

At a meeting of the Executives Conference held this morning, Messrs. Tolson, Clegg, Foxworth, Glavin and Nathan being present, consideration was given to the recommendation of Mr. Leo J. Gauthier, of Mr. Tamm's Office, that it might be desirable to consider the use of a machine known as a RECORDAK, in connection with photographically preserving some of the Bureau's files which have been closed beyond a ten-year period. The RECORDAK is a machine which takes extremely minute photographs of papers and files, in order that they may be filed in extremely limited space.

The Conference was of the opinion that this procedure would not meet the Bureau's requirements or purposes.

Respectfully,
For the Conference,

Clyde Tolson, Chairman.

W. R. Glavin, Secretary.

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FEDERAL BUREAU OF INVESTIGATION	
DEC 23 1937 P. M.	
U. S. DEPT. OF JUSTICE	
TOLSON	GLAVIN
NATHAN	FOXWORTH
CLEGG	GUTHRIE

ORIGINAL DESTROYED 6/27/65-1825

December 4, 1937.

MEMORANDUM FOR MR. TAMM

Two very interesting pieces of apparatus were installed recently for experimental purposes in the office of Mr. W. L. Quaid, Chief of the Correspondence Division of the United States Civil Service Commission. The two machines are part of a RECORDAK apparatus of the Eastman Kodak Company. One is a photographic machine, and the other a projecting machine. The first machine photographs examination papers, application papers, preference papers, and other miscellaneous civil service material on films of minute size. These films are so small that one box six inches square is large enough to contain films of 250 application and examination papers. When an examination paper is desired, the second machine projects the film as a picture one and half times as large as the original service examination papers. The purpose of the procedure is to conserve space and to allow the original papers to be destroyed. This is a problem which has vexed the Commission for many years. Because of the fact that an examination paper is a bulky document, the accumulation of millions of such papers has filled the hallways and many of the room, thus occupying space which might be better used. Duplicate copies of the films can be made so that one copy could be furnished, for example, to the Service Record and Retirement Division for current use, and the other copy stores as a master copy in a vault for possible future reference in case the office copy was destroyed.

The Bureau of Standards has examined into the probable life of the films and has pronounced it to be from 100 to 500 years. It is said that the machines are already in operation in the Bureau of the Census, the Treasury Department, the Veterans Administration, and in the National Archives.

This is one of the most important moves toward the conservation of space which the Commission has studies in recent years. So far the survey of possibilities is entirely experimental, but it has aroused much interest in the Commission.

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ALL INFORMATION CONTAINED
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DATE 7/3/90 BY SP5C10MS

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FEDERAL BUREAU OF INVESTIGATION	
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U. S. DEPARTMENT OF JUSTICE	
DIRECTOR	TAMM
NATHAN	TOLSON
W. L. QU	W. L. QU
W. L. QU	W. L. QU

ORIGINAL FILED IN 66-2765-1805

C O P Y

FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE

Washington, D.C.

WRG:atw

December 11, 1937

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered a request by SAC Hanni of the Aberdeen Office for furnishing commercial radios for use in the Aberdeen Division. The Conference was advised that information had been received from SAC Hanni that short-wave radios are of absolutely no use in his division and that he is sure appropriate arrangements could be made with a commercial broadcasting station to broadcast emergency calls to Bureau cars when necessary.

The Conference unanimously approved of the purchasing of such radios for that office. It was also pointed out at this time that the Butte, Montana Division and the Omaha, Nebraska Division both have the same difficulty and that commercial radios for installation in cars in those two divisions would make it possible for emergency calls to be broadcast throughout the entire divisions.

The Conference approved the purchase of such sets for those divisions. If you approve, the appropriate order for the necessary sets will be placed.

Those present were Messrs. Tolson, Clegg, Nathan and Glavin.

Respectfully,
FOR THE CONFERENCE,

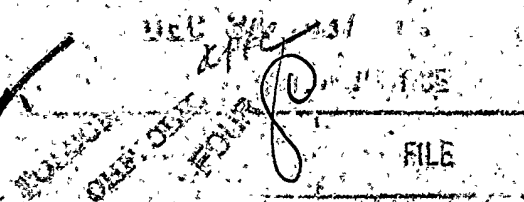
Clyde Tolson,
Chairman,

W. R. Glavin,
Secretary.

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ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 7/3/90 BY SP5/clpms



ORIGINAL FILED IN 66-1910-7-33-170

HHC:VG

December 14, 1937.

MEMORANDUM FOR THE DIRECTOR

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
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The Executive Conference considered the results of the Bureau's cooperation with the Associated Police Communication Officers whereby a 90-day experimental basis messages were relayed through the New Orleans and Detroit Police Departments for transmittal by radio to their designation. The following are the results:

TELETYPE NETWORK TO NEW ORLEANS

Number of messages handled	50
Number Ident messages	22
Number Ident messages on wanted notices	16
Number Non-Idents	8
Number messages on Lab. cases	3
Number of messages on Adm. matters	1
Cost to Bureau by teletype to New Orleans only prepaid	\$61.20

Cost to addressee if sent by telegraph in usual manner which is "Collect" on these types of messages, and to destination.

RECORDED
TELETYPE NETWORK TO DETROIT

Number of messages handled	215
Number Ident messages	81
Number Ident messages on wanted notices	69
Number Non-Idents	46
Number messages on Lab. cases	18
Number of messages on Adm. matters	1
Cost to Bureau by teletype to Detroit only prepaid	\$139.02

Cost to addressee if sent by telegraph in usual manner which is "Collect" on these types of messages, and to destination

\$175.55

The messages sent over teletype to Detroit and New Orleans were messages that would have ordinarily have gone by telegraph collect, and none of it would have been handled by correspondence.

There is no additional work in handling these messages in this manner for the Communications Section."

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FEDERAL BUREAU OF INVESTIGATION

DEC 23 1937

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December 14, 1937.

The total cost, therefore, of this experiment to the Bureau was \$200.22 for three months.

It was the opinion of the Executive Conference that with continued use the maximum cost of such a project might run to approximately \$2,000.00 per year. Since the Associated Police Communication Officers is a going concern and as the Bureau does not have a radio tie-up with this organization, it was felt that the only way this Bureau might maintain an active interest and, in fact, dominate this particular situation would be to continue to render service of this type. However, it was felt that first it would be preferable to submit these findings to Mr. Maurice O'Neil, Chairman of the Committee which made the arrangements with the Bureau, for his suggestions and an expression of the desires of the Associated Police Communication Officers. It was further believed that Mr. O'Neil should be informed that in the event it is desired that this plan be continued, the Bureau will be pleased to continue it, provided:

1. A definite list of terminal points subdivided under the various relay stations is prepared by the Associated Police Communication Officers and copies of this list furnished to this Bureau in adequate supply for control of this work in Washington;
2. That all stations desiring to participate in this system be agreeable to having messages sent them in this manner; and
3. That the Associated Police Communication Officers determine in what central clearing points the Bureau should forward the messages to for relay over this system, and that the membership of the interstate network be canvassed to make sure this is entirely agreeable.

It is believed that Mr. O'Neil's attention should be called to the desire of the Indianapolis Police Department to participate in such a program. If this is approved, there is attached a letter to Mr. O'Neil for this purpose.

Those present at this Conference were Messrs. Tolson, Nathan, Glavin, Foxworth and Clegg.

Respectfully,
FOR THE CONFERENCE,

cc: Mr. Glavin

Clyde Tolson,
Chairman.

W. R. Glavin,
Secretary.

HHC:VG

December 14, 1937.

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered the suggestions recently made by Special Agent Earl Hirsh to Inspector Foxworth as follows:

1. That Agents in the field sign and approve all repair work performed on automobiles driven by them prior to the time the bill is approved for payment in order that it may be ascertained that the work is properly done.

The Conference did not recommend favorably concerning this suggestion but believed that there should be included in a bulletin to be sent the field a requirement that the Special Agent in Charge determine, by a check, that repairs are properly performed before payment is made. If this is approved, there is attached a suggested bulletin to this effect.

2. That each Agent of a field office be furnished with lists, periodically, containing the names of all persons being sought by that field office district.

The Conference likewise recommended unfavorably on this suggestion due to the clerical work which would be required to maintain these lists and because of the lack of value which it is believed such lists would have inasmuch as the fugitive status of a person may be easily obtained by communicating with the SAC.

In the event the above is approved, a letter is being prepared for the Director's approval, informing Agent Hirsh of the Bureau's decisions in these matters.

Respectfully,

FOR THE CONFERENCE,

Clyde Tolson,
Chairman.

W. R. Glavin,
Secretary.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 33303
DATE 7/3/90 BY SP5C/10ms

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FEDERAL BUREAU OF INVESTIGATION	
U. S. DEPARTMENT OF JUSTICE	
DIRECTOR	FILE

cc: Mr. Glavin.

ORIGINAL FILED IN 66-1934-500

HHC:VG

December 14, 1937

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered the communication from Inspector E. J. Connelley with reference to the holsters presently being used for quick draw in firing the revolver and automatic pistol.

Mr. Clegg conferred with Messrs. Baughman and Gurnea regarding this matter. Both advised that the quick draw holster is primarily suitable for the revolver and that the revolvers issued by the Bureau cannot be discharged by dropping to the floor unless the trigger is pulled or the hammer pulled back and released, and that the safety strap would destroy the effectiveness of the quick draw holster. If an Agent desires to carry one at all times he might make use of the regular holster, or if expected to go on a raid or make use of the weapon he might use the quick draw holster which is issued to him when desired. The use of the safety strap by army officials is, of course, good policy but their problems are entirely different from those of the Special Agent. Both Mr. Gurnea and Mr. Baughman recommended against the revision of the present holster.

According to the instructions of the Conference, Mr. Connelley was to be interviewed during his attendance at the school for Special Agents in Charge, but he has, in the mean time, departed, and this memorandum is to record the action taken upon this matter to date.

Those present at this Conference were Messrs. Tolson, Nathan, Glavin, Foxworth and Clegg.

Respectfully,

FOR THE CONFERENCE,

RECORDED

Clyde Tolson,
Chairman.

W. R. Glavin,
Secretary.

cc: Mr. Glavin.
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/31/96 BY SP5CJ/oms

ORIGINAL FILED IN

66-3760-1925

66-2554-1026X
JAN 12 1938
TOLSON
GLAVIN
FOUR
FILE

HN:CSH

December 18, 1937

MEMORANDUM FOR THE DIRECTOR

The Executives Conference this morning, Messrs. Tolson, Clegg, Tamm, Glavin and Nathan being present, considered the suggestions of Mr. Schilder, contained in his memorandum of November 29, 1937, (1) that the main handwriting file in the Technical Laboratory contain only specimens of important cases, and not the so-called petty extortion notes, and (2) that as an adjunct to the main file there be maintained, according to the identity of the contributing office, copies of all other notes, arranged according to the present system.

The Conference was advised that in the opinion of the Laboratory experts the first suggestion (to the effect that the main file contain only specimens of important cases) was not desirable, inasmuch as it is extremely difficult to draw the line between petty and important cases, in fact impossible to do so in many instances. A petty offender becomes a major offender, and vice versa, in such a manner that no definite distinction can be drawn continuously between the two.

The Laboratory experts also felt that the second suggestion (that as an adjunct to the main file there be maintained copies of all other notes) was undesirable, inasmuch as the migration of extortionists from one section of the country to another would render this plan more cumbersome than the existing one.

The Conference unanimously decided, for the above reasons, against the adoption of either of the suggestions of Mr. Schilder.

Respectfully,
For the Conference,

RECORDED

Clyde Tolson, Chairman.

DEC 27 1937

W. R. Glavin, Secretary.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 393,013
DATE 7/3/90 BY SP5C11003

66-2554-1027
NATHAN
TOLSON
CLEGG
TAMM
GLAVIN
CHAMBERLAIN
QUINN
PERS. FILE

ORIGINAL FILED IN 66-2554-313

PEF:CDW

December 10, 1937.

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered the suggestion of Special Agent C. P. Pickard to the effect that immediately upon the apprehension of notorious criminals all interested field offices working upon pending leads are to be immediately advised. It was pointed out that the Bureau presently requires that all offices in which leads are pending be immediately advised upon the apprehension of any fugitive. It is felt that the field should make this notification rather than the Bureau, in that many times investigation will be requested by a field division of another office by telegram, the notification of the Bureau being by letter, and consequently, if notification of the apprehension were made by the Bureau it will be possible to sometimes overlook offices where investigation is pending where time had not permitted a letter to be received by the Bureau.

The Conference, at which there were present Messrs. Tolson, Nathan, Clegg and Foxworth, is unanimously of the opinion that a re-statement of the Bureau's regulations in this matter should be made to the field. Accordingly, there is attached hereto for your approval a bulletin calling to the attention of the field the necessity for the immediate notification of interested offices when a fugitive is apprehended.

Respectfully,
For the Conference,

CLYDE TOLSON,
Chairman.

W. R. GLAVIN,
Secretary.

RECORDED

&

INDEXED

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/3/96 BY SP5C/ldms

66-2554-1027X

FEDERAL BUREAU OF INVESTIGATION	
FEB 22 1938 A.M.	
DIRECTOR, DEPARTMENT OF JUSTICE	
TOLSON	FILE
OLEGG	
FAIR	
ONE, ONE	

ORIGINAL FILED IN 66-1934-5647

EAT:RP

December 21, 1937

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered the attached bulletin entitled "Obtaining Most Recent Photographs of Bureau Subjects", and approved the submission of this bulletin to the field.

Those members in attendance at this session of the Conference were Messrs. Tolson, Nathan, Glavin and Tamm.

Respectfully,
For the Conference.

Clyde Tolson,
Chairman.

W. R. Glavin,
Secretary.

ORIGINAL FILED IN 62-32456-20

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/3/90 BY SP5C/LDM/S

RECORDED

66-2554-10 28	
FEDERAL BUREAU OF INVESTIGATION	
DEC 20 1937	
U. S. DEPARTMENT OF JUSTICE	
TOLESON NATHAN GLAVIN TAMM	FILE

HHC:RML

December 21, 1937.

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered the new case report form prepared for use in the Pittsburgh Office to report the receipt of new cases by Agents of that office.

The Conference believed that this form was inadvisable as the daily report provides an opportunity for reporting the receipt of new cases and it is felt that the memorandum form in question would preclude the submission of as prompt a report as possible by the Special Agent handling the case. It likewise is just another form which is not uniform in its use and which is believed both unnecessary and undesirable.

If this is approved, a letter is being addressed to the Pittsburgh Office accordingly.

Those present were Messrs. Tolson, Glavin, Nathan, Tamm and Clegg.

Respectfully,
For the Conference,

Clyde Tolson,
Chairman.

W. R. Glavin,
Secretary.

RECORDED
&
INDEXED

Enclosure,

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323013
DATE 7/3/60 BY SP5CJ/oms

66-2554-1028X

FEDERAL BUREAU OF INVESTIGATION
JAN 22 1938
U. S. DEPARTMENT OF JUSTICE
TOLSON
GLAVIN
NATHAN
TAMM
CLEGG
FILE

ORIGINAL FILED IN 66-1225-258

HN:CSH

December 18, 1937

MEMORANDUM FOR THE DIRECTOR

At a meeting of the Executives Conference held this morning, Messrs. Tolson, Clegg, Tamm, Glavin and Nathan being present, consideration was given to the problem brought up in the SAC Conference, covered by Mr. Schilder's memorandum of December 16th, relative to suspect prints taken on personal identification forms. Some of the SACs were of the opinion that the filing of suspect prints on personal identification forms in the criminal files might prove embarrassing to the Bureau during a tour if someone would make inquiry as to why a personal identification card had been filed in the criminal files.

The Conference was unanimously of the opinion that the possibility of any information of this kind developing in such a manner was so remote as to preclude the necessity for any consideration with a view to changing the existing policy. Manifestly, on many occasions it is more convenient than otherwise, and at times necessary, to send in suspect prints on the personal identification forms.

Respectfully,
For the Conference,

Clyde Tolson, Chairman.

W. R. Glavin, Secretary.

RECORDED

66-2554-1029

DEC 17 1937

U. S. DEPARTMENT OF JUSTICE

NATHAN
TOLSON
CLEGG
FOUR
TAMM
GLAVIN

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/13/90 BY SP5C/LMS

ORIGINAL FILED IN 1-3-576

COPY

HN:CSH

December 18, 1937

MEMORANDUM FOR THE DIRECTOR

At an Executive Conference held this morning, Messrs. Tolson, Clegg, Tamm, Glavin and Nathan being present, consideration was given to the question brought up by the SACs in the recent school, covered by Mr. Schilder's memorandum of December 16th, with regard to instructing police officers in identification work, some of the SACs being of the opinion that Agents should be advised to give detailed instruction in the classification of prints and in the establishment of files, when contacting Police Departments relative to identification problems.

The Conference was unanimously of the opinion that it would not be advisable to permit Agents to do this type of work. It felt, however, that fingerprint schools in the field for interested police officers should be resumed. It was understood that they are to be resumed during the early part of 1938, and it was recommended that a class of Agents be brought in for the purpose of instruction, in order that certain individual members thereof might engage in this type of instruction work in the field. Mr. Hince and Mr. Reinecke were suggested as desirable teachers if either or both could be spared.

Respectfully,
For the Conference,

Clyde Tolson, Chairman.

W. R. Glavin, Secretary.

O.K.
H.

ORIGINAL FILED IN 62-39420-89

RECORDED

66-2554-1030	
FEDERAL BUREAU OF INVESTIGATION	
DEC 28 1937 P.M.	
U. S. DEPT. OF JUSTICE	
NATHAN TOLSON CLEGG FOUR	IDENT UNIT FILE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 343,013
DATE 7/3/90 BY SP5clm/s

December 21, 1937.

MEMORANDUM FOR THE DIRECTOR

The Executive Conference recommended that the Training School for fingerprint instructors should begin on Monday, January 31, 1938, to last for a period of two weeks until Saturday, February 12, 1938.

The following were recommended to attend the school for the full period of time:

J. F. Soars
W. M. Sirene
Quinn Tamm
~~J. H. Vincent~~
J. E. Clegg
C. F. Hennrich
A. P. Kitchen
H. A. Martin
W. J. McNulty
H. K. Moss
J. D. Reynolds

To join this class on Monday, February 7, 1938, the following technical employees from the Identification Division, it was recommended, should attend those sessions during the second week in methods of teaching fingerprint identification:

G. J. Engert
A. B. Ground
W. C. McCarthy
G. E. Syphers

The program in general consists of the following:

Monday, January 31, 1938

10:00 A. M.

Address RECORDED Director

REMAINDER OF DAY

66-2554-1031

Fingerprint Identification Work

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/3/96 BY SP5C/10m5

RECORDED
INDEXED
JAN 23 1938
CLEGG
OFF. OF THE
FOUR
FILE

ORIGINAL FILED IN

62-2554-37-212

Memorandum for the Director.

- 2 -

December 21, 1937.

Tuesday, February 1, 1938
THROUGH ENTIRE WEEK

9:00 A. M. - 9:00 P. M.

Fingerprint Identification Work.

Monday, February 7, 1938
THROUGH ENTIRE WEEK

9:00 A. M. - 9:00 P. M.

Continuation of fingerprint identification work together with discussions as to methods of instructing in fingerprint identification work.

Mr. Hince is to give the instruction in fingerprint identification and Mr. Hince and Mr. Clegg in teaching methods.

If this is approved, a copy of this memorandum may be routed to the Chief Clerk's Office in order that instructions may be issued for the employees mentioned to attend this school.

Mr. H. H. Clegg has expressed a desire likewise to take this course of training in fingerprint work, if at all possible.

Respectfully,
For the Conference,

Glyde Tolson,
Chairman.

W. R. Glavin,
Secretary.

CC: Chief Clerk's Office.

EAT:RP

December 7, 1937.

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, with Messrs. Tolson, Nathan, Glavin and Tamm in attendance, considered a suggestion of Mr. Schilder predicated upon a panel forum discussion in an SAC's Conference that the Bureau adopt a form letter for use in the field offices in requesting the placing of wanted notices in the Identification Division files of the Bureau.

Mr. Nathan, Mr. Glavin and Mr. Tamm were opposed to the adoption of this form, believing that the number of such requests received does not necessitate the use of a form letter and further believing that the amount of time saved in using a form letter would be comparatively small in comparison with the preparation of a typed letter.

Mr. Tolson was of the opinion that the form should be adopted for use by the field offices.

Respectfully,
For the Conference.

Clyde Tolson,
Chairman.

RECORDED

66-2554-1032

TELETYPE UNIT

DEC 8 1937

NATHAN

TOLSON

TELETYPE UNIT

FILE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/3/96 BY SP5C/dms

ORIGINAL FILED IN 62-24151-73

HN:CSH

December 18, 1937

MEMORANDUM FOR THE DIRECTOR

At an Executives Conference held this morning, Messrs. Tolson, Clegg, Tamm, Glavin and Nathan being present, consideration was given to the suggestion of Inspector Hince that the general appearance file, in so far as it applies to bank robbers, bank burglars and extortionists, be discontinued.

The Conference was unanimously of the opinion that it would be desirable to discontinue entering bank burglars in the general appearance file. Obviously, in the vast majority of instances, no description is available. If the bank burglary is in any way successful the burglar has not been seen.

With regard to the elimination of extortionists from the general appearance file, the Conference was of the opinion that the so-called major extortionists should remain in the file, but extortionists functioning in petty cases, such as were placed in the file at its initiation, should be eliminated therefrom. This is being done at the present time in connection with the single fingerprint file.

The Conference felt, with regard to entering bank robbers in the general appearance file, that they should continue to be entered.

Respectfully,
For the Conference,

Clyde Tolson, Chairman.

W. R. GLAVIN

W. R. Glavin, Secretary.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/3/90 BY SP5CJ/oms

66-2554-1033

DEC 23 1937

NATHAN
TOLSON
CLEGG
GLAVIN
HINCE
TAMM
W

ORIGINAL FILED IN

66-2554-2467

HHG:RML

December 21, 1937.

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered the suggestions contained in the letter from the Pittsburgh Office concerning the quarterly clerical conference.

It was suggested that special ~~teletypewriter~~ tests of shorter length than the present typing tests be prepared for special use on the teletypewriter and be forwarded by the Bureau to field offices.

The Conference was informed that this is being done.

It was further suggested that clerical employees be permitted to take teletypewriter tests at some time other than during the clerical conferences and at a time when stenographic and typing tests are not being given.

The Bureau feels that the times as to when these tests should be given should be determined by the Special Agent in Charge and the Bureau should interpose no objection to holding these tests at such periods as appeared to be practical. There is no requirement that they be held at any particular time except that the results should be reported in the report covering the clerical conference.

In the event this is approved, a letter is being forwarded to the Pittsburgh Office accordingly.

Those present were Messrs. Tolson, Nathan, Tamm and Clegg.

Respectfully,
For the Conference,

RECORDED

INDEXED

Clyde Tolson,
Chairman.

W. R. Glavin,
Secretary.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323013
DATE 7/3/90 BY SP8/AL/MS

Enclosure.

ORIGINAL FILED IN 1-77-2420

TOLSON

CLERK

FOUR

COPY
HN:CSH

December 18, 1937

MEMORANDUM FOR THE DIRECTOR

Ceg
At an Executives Conference held this morning, Messrs. Tolson, Clegg, Tamm, Glavin and Nathan being present, consideration was given to the suggestion of Inspector Hince that bank burglars be added to the modus operandi file.

The majority of the Conference, consisting of Messrs. Tolson, Tamm and Nathan, was of the opinion that this should not be done for the reason that as yet the Bureau has not handled a sufficient number of cases to decide as to the proper selectivity of operating technique for a properly scientific modus operandi file with regard to bank burglars. It was thought that in about a year, when the Bureau has handled a sufficient number of bank burglars, information will be available as to preclude the mistakes made at the initiation of the single fingerprint file, which was altogether too cumbersome and lost value because of the fact that the Bureau felt its way after the initiation of the file.

Messrs. Glavin and Clegg were of the opinion that bank burglars should be added to the modus operandi files at once, indicating that if we are to do it at all we should start now, or at the inception of the Bureau's development of bank burglaries.

It may be noted that the Identification Division has requested data of certain representative cities along bank burglary lines. The complete data have not yet been received. However, it is not believed that they will in any way change the existing situation with regard to the policy of initiating a bank burglary modus operandi file.

Respectfully,
For the Conference,

RECORDED

Clyde Tolson, Chairman

W.R. Glavin, Secretary.

W
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 353,013
DATE 7/3/90 BY SP5C/L/oms

66-2554-1033X

FEDERAL BUREAU OF INVESTIGATION
U.S. DEPARTMENT OF JUSTICE

APR 29 1938

U.S. DEPARTMENT OF JUSTICE

FILE

ORIGINAL FILED IN 66-2554-1033X

HHC:RML

December 21, 1937.

MEMORANDUM FOR THE DIRECTOR

The Executive Conference recommended the following as counselors for the new Agents' Training School beginning January 10, 1938:

1. P. S. Bailey
2. J. E. Lunsford

As counselors for the FBI National Police Academy beginning January 10, 1938, the following were recommended:

1. A. C. Rutzen
2. J. A. Clapperman
3. H. H. McCabe

In the event Special Agent Rutzen could not attend, Special Agent C. F. Lanham was recommended as his alternate.

J. V. Anderson was recommended as an alternate for a new monitor in the event one of the remaining two could not be present.

Respectfully,
For the Conference,

Clyde Tolson,
Chairman.

W. E. Glavin,
Secretary.

RECORDED
&
INDEXED.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/3/90 BY SP5C/10MS

66-2554-1034	
FEDERAL BUREAU OF INVESTIGATION	
DEC 29 1937 A.M.	
U. S. DEPT. OF JUSTICE	
COPIES	FILE

ORIGINAL FILED IN 1-1-1503

WRG:atw

December 21, 1937

MEMORANDUM FOR THE DIRECTOR.

The Executive Conference considered a suggestion submitted by Chief Clerk T. P. Monahan of the New Orleans Office relative to the discontinuing of leave records in the field. Monahan pointed out that such records are a duplication of work already performed in the Bureau and he sees no useful purpose for continuing these records in the field.

Mr. Glavin pointed out to the Executive Conference that it is necessary that the leave records as maintained in the various field offices at the present time be continued so that the supervising officials in those offices may be familiar with the leave status of each employee. The Conference, therefore, recommended unfavorably as to the suggestion advanced by Mr. Monahan.

There is attached hereto a communication addressed to Mr. Monahan.

Those present were Messrs. Nathan, Tolson, Clegg, Tamm and Glavin.

Respectfully submitted,
FOR THE CONFERENCE

CLYDE TOLSON,
Chairman,

W. R. GLAVIN,
Secretary.

RECORDED

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/3/90 BY SP5CJ/oms

66-2554-1034X
DIRECTOR
TOLSON
CHIEF CLERK
FOUR
FIVE

ORIGINAL FILED IN

66-20671-936

BHG:RAL

December 21, 1937.

Em
MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered the suggestion of stenographer Phyllis Berger of the New York Office relative to abstract slips.

It appears that about $3/4$ " of this abstract is divided off for the word "Justice", the date of the communication and the Bureau's file number.

The stenographer suggests that in order to allow more room for the synopsis of the communication that the form provided for this data be divided so that only $1/4$ " at the top of the abstract slip is left for such records.

The Executive Conference agrees unanimously with this recommendation and, if this is approved, there is attached hereto a memorandum for Mr. Glavin instructing that when new abstract slips are printed they be printed in accordance with this suggestion.

A letter is being forwarded to Miss Berger advising of the action taken with reference to her suggestion.

Those present were Messrs. Tolson, Glavin, Nathan, Clegg and Tamm.

Respectfully,
For the Conference,

Clyde Tolson,
Chairman.
RECORDED

INDEXED
W. R. Glavin,
Secretary.

W
Enclosure.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 333,013
DATE 7/3/96 BY SP5CAL/DMS

ORIGINAL FILED IN 66-2554-18

66-2554-1034
INDEXED
F. R. Glavin;
Secretary.
12/22/37
TOLSON
DEF. DIV.
FOUR

HHC:FML

December 21, 1937.

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered a suggestion of Mr. Nitschke that .38 Colt Super-Automatic pistols be not issued to Special Agents until after they have been recommended as qualified to handle this type of weapon and that revolvers only be issued to new Agents.

The Executive Conference unanimously approved this recommendation and, if this is agreeable, there is attached a memorandum for Mr. Clegg and Mr. Glavin, and an acknowledgement of the suggestion of Mr. Nitschke.

Those present were Messrs. Tolson, Glavin, Nathan, Tamm and Clegg.

Respectfully,
For the Conference,

Clyde Tolson,
Chairman.

W. R. Glavin,
Secretary.

Enclosure.

RECORDED

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 7/3/90 BY SP5C110ms

66-2554-1034X2

JAN 23 1938

W. R. GLAVIN

OFF. CLERK

FOUR

FILE

ORIGINAL FILED IN 66-3760-1976X

HHCWG

December 22, 1937.

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered the suggestion of Clerk Drury of the Washington Field Office concerning the filing of automobile motor numbers. The suggested plan was to file them, considering the numbers in the same arrangement as letters of the alphabet rather than filing them in regular numerical sequence.

The Executive Conference previously passed on this suggestion and recommended unfavorably due to the confusion which undoubtedly would arise in this method of filing, and as there is no known reason for the change inasmuch as the numbers can be located with ease when filed in numerical sequence.

Those present at the Conference were Messrs. Tolson, Tamm, Nathan, Glavin, and Clegg.

Respectfully,

FOR THE CONFERENCE,

Clyde Tolson,
Chairman.

N. R. Glavin,
Secretary.

cc: Mr. Glavin.

RECORDED

66-2554-1035

FEDERAL BUREAU OF INVESTIGATION	
DEC 29 1937 A. M.	
U. S. DEPARTMENT OF JUSTICE	
TOLSON	FILE
CLARK	
ROUSE	

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 7/3/90 BY SP5C110MS

ORIGINAL FILED IN 66-5084-13

HHG:WHH

December 23, 1937.

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered the subject matter of the discussion in the Philadelphia office, reported in a letter from that office under date of November 5, 1937, relative to Special Agents participating in raids wherein the Bureau did not have definite jurisdiction over the subject being sought. The discussion by the members of the Executive Conference led to the presentation of the following views:

That it would be undesirable, in many instances for Special Agents to go out with local police vice squads, particularly when the vice squad members might be of the type who would pick up valuables and conduct themselves otherwise in undesirable fashion while on these so-called "vice raids."

It was further pointed out that a Special Agent who would join a local police force in endeavoring to take into custody a dangerous robber whose activities had not yet fallen under the jurisdiction of the Bureau, might be injured or killed, or he might injure or kill some innocent person, and on the one hand there would be a limited opportunity for compensation, and the Federal Government could hardly be held responsible for the injuring of a private individual by an Agent when the Bureau had no jurisdiction over the case.

It was felt too that times would arise when Special Agents might neglect their own work to join local police departments and, therefore, the Bureau's work would suffer.

On the other hand, Special Agents of the Bureau, from time to time, call upon local law enforcement officials to aid them in the apprehension of dangerous criminals being sought for violations which occurred outside the jurisdiction of the local police department, although the fugitive might be, at that time, within their jurisdiction.

RECORDED

It was felt that the refusal of a Special Agent to accompany a police official on a dangerous raid would, to say the least, cause the Bureau to "lose face" and the Bureau Agent to be held in contempt, if not in total disrespect, by that department.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/3/70 BY SP5/BJM/MS

ORIGINAL FILED IN

1-27-37-32

66-2554-1035X

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FBI
U.S. DEPT. OF JUSTICE
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JAN 1 1938
FBI
U.S. DEPT. OF JUSTICE

December 23, 1937.

It was felt that in many instances there could be, under the White Slave Traffic Act, National Stolen Property Act, the Unlawful Flight statutes, and other similar Federal Laws, some semblance of prospective Federal jurisdiction, which would be adequate protection for an employee in the event of some unfortunate situation during the course of the raids.

A portrayal of possibilities, wherein a Special Agent in a Bureau car might drive up in front of a police department, and the Chief of Police, with a select group of officers, would be proceeding to make a raid to capture a desperate fugitive and would need the services of the Special Agent and, perhaps, his automobile on this raid. There were many such occasions when the opinion of some of those present led to a belief that the Bureau Agent should participate in this kind of activity.

It was further pointed out that today, and in the past, from some personal knowledge and from some hearsay, Special Agents are, on their own initiative, joining police officials on occasions of this or similar types, and are not submitting a report relative thereto. They feel that it would be improper for them not to join the officers when there is an otherwise cordial relationship existing between the Bureau and the department concerned. At least, experiences of this type in the past were cited.

Mr. Nathan was of the opinion that no instructions should be promulgated by the Bureau authorizing any Special Agent to participate in any raids or activities such as those above described unless the Bureau was known to have jurisdiction over the case. Mr. Tolson, Mr. Tamm, and Mr. Clegg were of the opinion that definite written instructions, either prohibiting or permitting Special Agents to participate in such activities, should not be issued, but that in answer to questions orally presented by Agents in Retraining Schools, that this question should be discussed frankly and in such a way that a Special Agent might feel free, when his judgment indicated such action would be proper, and when the relationship between the Bureau and the law enforcement agency was cordial, to join the local officers, when the plans for such raid appeared to have been given thought and consideration along logical lines. It was realized that it would be difficult to put this in writing and that considerable explanation would be necessary, and that this type of activity should further be limited to the fullest extent possible, but it was felt that it would be unavoidable in many instances.

Memo for the Director

- 3 -

December 23, 1937.

Accordingly a letter to the Philadelphia office is being prepared, in the event you approve, indicating that employees have, in the past, participated on certain types of work, of the kinds discussed, without embarrassment to the Bureau, and the Bureau has not frowned upon such activities, which did not embarrass the Bureau either because the action was taken or because there was a failure to take the action.

It was further recommended that whenever this question arose before groups of experienced Agents that a discussion along this general line be held.

Respectfully,
FOR THE CONFERENCE,

Clyde Tolson,
Chairman,

W. R. Glavin,
Secretary.

CC: Mr. Glavin.

HN:CSH

December 27, 1937

MEMORANDUM FOR THE DIRECTOR

At an Executives Conference held this morning, Messrs. Tolson, Clegg, Tamm, Glavin and Nathan being present, consideration was given to the suggestion of Special Agent R. H. Cunningham to the effect that there be added to the regular Bureau criminal fingerprint card three boxes or squares labeled "No photo", "Photo available", and "Photo herewith", for the purpose of indicating to the Bureau that a photograph of the individual was available at a particular police department when the arrest was made and to encourage the transmission of photographs with fingerprint cards.

The Conference was unanimously of the opinion that it would not be desirable to adopt this suggestion, in view of the fact that the Bureau is endeavoring at the present time to secure all the information possible from police departments in connection with the present fingerprint form which was recently changed in order to institute a drive for the full names, i.e., the full middle name as well as the other names. The Bureau also is doing everything possible to encourage the use of FBI numbers, and the Conference felt that any further additions to the fingerprint form would confuse the Bureau's correspondents in the field, and it was not thought that this suggestion would bring about any great increase in the transmission of photographs to the Bureau.

There is attached hereto a letter to Agent Cunningham in this connection.

Respectfully,
For the Conference,

Clyde Tolson, Chairman.

W. R. Glavin, Secretary.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/3/90 BY SP5C/Loms

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66-2554-1636

DEC 30 1937 P.M.

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ORIGINAL FILED IN 62-8322-38

HHC:WHH

December 23, 1937.

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered the memorandum of Mr. Schilder's, dated December 18, 1937, which indicated the desirability of a single fingerprint employee attending a New Agents' Training School.

Mr. Engert, Supervisor of the Single Fingerprint Section, was mentioned in particular, and the Executive Conference approves the attendance of Mr. Engert at the New Agents' School beginning January 10, 1938.

Those present were Messrs. Tolson, Nathan, Tamm, and Clegg.

A memorandum to Mr. Schilder has been prepared for this purpose, if you approve.

Respectfully,
FOR THE CONFERENCE,

Clyde Tolson,
Chairman,

W. R. Glavin,
Secretary.

cc: Mr. Glavin.

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ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 7/3/90 BY SP5C1 ldm5

66-2554-1037
FEDERAL BUREAU OF INVESTIGATION
DEC 30 1937
U. S. DEPARTMENT OF JUSTICE

ORIGINAL FILED IN 1-1-15-6

HHC:VG

December 14, 1937.

MEMORANDUM FOR THE DIRECTOR

There is attached a suggested form letter for all Special Agents in Charge, outlining the requirements for quarterly technical training for the year 1938.

The Executive Conference has reviewed this suggested program of instruction and recommends that the letter be issued to the field accordingly.

Those present at this Conference were Messrs. Tolson, Nathan, Glavin, Foxworth and Clegg.

Respectfully,

FOR THE CONFERENCE,

Clyde Tolson,
Chairman.

W. R. Glavin,
Secretary.

cc: Mr. Glavin.

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DATE 7/3/90 BY SP5C110ms

ORIGINAL FILED IN 1-30-11

ALG:VG

November 27, 1937

MEMORANDUM FOR MR. CLEGG

— RE: QUARTERLY TECHNICAL TRAINING —

There is attached an outline for the quarterly technical training in the field during the calendar year of 1938.

It will be observed that one training period is to be given over to fingerprinting and related subjects. In connection therewith, inquiry was made of the Identification Division and it was learned that the Bureau presently has in stock a sufficient supply of sets of specimen fingerprint cards for practice in classification. It is suggested and believed to be highly desirable to supply each Special Agent with a set of these fingerprint cards for classification prior to the training given over for that purpose. I am advised by Mr. Singman that the correct classifications of the specimen cards are available and, if approved, they will be forwarded to the respective Special Agents in Charge to be used for the correction of the classifications made by the Special Agents.

It will also be observed that training for the fourth quarter includes handwriting specimens and questioned documents. During a survey of the Laboratory preparatory to the compiling of this outline, it was learned that the field is not taking full advantage of the possibilities of handwriting specimens and questioned document evidence. I was also informed that on many occasions evidence is being submitted for examination which cannot be properly identified at a later date and used in court. For these reasons, it is believed that particular training along these lines would be beneficial.

Respectfully submitted,

H. E. Gurnea:

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HEREIN IS UNCLASSIFIED 323,013
DATE 7/3/90 BY SP5CJL/MS

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66-2554-1037

HHO:VG

December 22, 1937

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered suggestions submitted by Special Agent R. J. Abbaticchio, Jr., as follows:

1. That there be a periodical publication at intervals of six or eight months or possibly yearly of photographs and descriptive data on badly wanted criminals, which information might be relayed through the national press agencies or by field divisions directly with the newspapers in their territory.

Prior to the receipt of Mr. Abbaticchio's suggestion, this practice was begun, although modified to the extent that the information is being released at times when it is deemed advisable instead of at stated periods.

2. In order to increase interest in the National Stolen Property File, Mr. Abbaticchio suggests that the SACs and Resident Agents telephone law enforcement officials whenever newspapers carry accounts of a burglary or robbery in which property capable of being indexed has been taken.

The Executive Conference approved this action provided that in each instance such action is supervised by the SAC. The reason for desiring this additional supervision is to prevent Agents telephoning some police departments with whom the Bureau does not maintain friendly relations, such as the New York City Police Department, and it was felt that this supervision would bring about the desired results.

RECORDED

3. It was suggested that Laboratory experts submit their own recommendations in regard to additional investigative procedure, and other ideas which might be beneficial in cases being examined. It was thought it would be well for laboratory employees to examine the investigative reports on cases being handled by them and in this way might be able to make suggestions to the field.

ALL INFORMATION CONTAINED
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DATE 7/3/96 BY SP5CJL/MS

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INVESTIGATION
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MOORE
WILLIAMS

December 22, 1937.

for investigation along certain lines as to a particular suspect.

The Conference felt that a broad application of this principle would lead to too much speculation on the part of Laboratory experts when the findings are not based on facts, and it was further believed that the reports of the Laboratory experts should naturally include any information discovered by them in their studies. Because of a shortage of personnel and because of the speculative effect of such information, it was thought that this type of information should be furnished by Laboratory experts only when the information is rather patent.

4. It was suggested that at Christmastime or some other appropriate time during the year, Special Agents in Charge should distribute copies of the booklet entitled "Federal Bureau of Investigation, United States Department of Justice" to law enforcement officials.

The Conference believed this to be a good idea but that Christmastime would not be the proper time. It was believed that the booklet should be distributed to new law enforcement officials, particularly new Chiefs of Police and Sheriffs, at the time they take office, and, of course, the time will vary in each state.

5. Agent Abbaticchio suggested that those who have had experience in indexing important case files write up their experiences for the benefit of other employees.

The Executive Conference approved this suggestion and recommended that Special Agents in Charge R. D. Brown and V. W. Peterson prepare memoranda on this subject to be forwarded the Bureau and considered for subsequent release to other Agents.

In the event the above is approved, a letter is being forwarded to Agent Abbaticchio, accordingly.

Those present at this Conference were Messrs. Tolson, Nathan, Glavin, Tamm and Clegg.

Respectfully,
FOR THE CONFERENCE,

Clyde Tolson,
Chairman.

W. R. Glavin,
Secretary.

cc: Mr. Glavin

WRG:atw

December 21, 1937

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered a suggestion by Mr. Tracy that the field overtime be segregated to show travel overtime.

The Conference was of the unanimous opinion that this segregation should be made.

There is attached a communication addressed to the field concerning this matter if approved by you.

Those present were Messrs. Nathan, Tolson, Clegg, Tamm and Glavin.

Respectfully submitted,
FOR THE CONFERENCE,

Clyde Tolson,
Chairman,

W. R. Glavin,
Secretary.

RECORDED

66-2554-1039

FEDERAL BUREAU OF INVESTIGATION	
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ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 2/3/90 BY SP5/clm/s

ORIGINAL FILED IN

66-1976-334

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December 11, 1937.

MEMORANDUM FOR THE DIRECTOR.

RE: SUGGESTION.

It is suggested that overtime in the field be segregated to show travel overtime. It is believed that a clearer picture will be available to the Bureau of the actual condition as to overtime in each field division if this suggestion is adopted.

Respectfully,

S. J. Tracy.

Nathan
Mr. Tolson
Mr. Baughman
Clegg
Coffey
Crowl
Egan
Foxworth
Glavin
Harbo
Hottel
Lester
McIntire
Naughten
Nichols
Pennington
Childer
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Tracy
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ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 7/3/90 BY SP5CJ/oms

HHC:RML

December 21, 1937.

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered the suggestions contained in the letter from the Salt Lake City Office covering a conference of clerical employees for November, 1937.

1. An employee suggested that in addressing letters to the Bureau and other field offices, it would be a saving in time to omit the building address at the top of the letter.

The Conference agreed that this would be a proper procedure in the event window envelopes were not used, but when window envelopes are used, the address necessarily must appear on the letter.

2. It was suggested that when one office sends a teletype message to a second office and the second office furnishes a reply immediately after the original message is received, that the first office should be required to acknowledge receipt of the reply.

The Conference did not approve this, feeling that a formal acknowledgement at the end of exchange of communications should not go beyond the present requirements, which are being set forth in a pamphlet being issued to the field on teletype communications.

3. One employee suggested that when the Bureau furnishes photographs to field offices to supplement the Identification Orders that the descriptions of the individuals on the photographs be on the back thereof.

This information cannot be successfully run through duplicating machines to be printed on the back of photographs and therefore this descriptive data must be inserted thereon by the field offices.

RECORDED

66-2554-1039X

In the event the above recommendations are approved, the Salt Lake City Office is being advised accordingly.

Those present were Messrs. Tolson, Nathan, Tamm and Clegg.

Respectfully,
For the Conference,

Clyde Tolson,
Chairman.

W. R. Glavin,
Secretary.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/3/96 BY SP5Ciloms

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ORIGINAL FILED IN 1-28-31-18

December 27, 1937.

MEMORANDUM FOR THE DIRECTOR

ORIGINAL FILED

Respectfully,
For the Conference.

W. H. Glavin,
Secretary.

RECORDED

66-2554-1040

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/3/90 BY SP5C/lnms

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EAT:RP

December 27, 1937.

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered the question raised during a recent SAC Conference as to whether each field office should maintain an album containing photographs of known or potential bank burglars. This suggestion was evidently predicated upon the recent revision of the Bank Robbery Statute which places bank burglaries within the investigative jurisdiction of the Bureau.

It was pointed out at the Conference that in the vast majority of the bank burglaries the forcible entry is effected in the night or on other occasions when no witnesses to the burglary are present and that, consequently, the maintenance of photographs for identification purposes would serve no practical purpose since there is ordinarily no witness to whom the photograph can be displayed for identification. For this reason the Conference does not believe that albums containing the photographs of bank burglars should be maintained.

A further suggestion emanating from the SAC Conference that initial reports in all Bank Robbery cases should be furnished to all field offices was considered by the Conference and the Conference does not believe that any practical purpose would be served by this procedure. It is felt that the modus operandi file maintained in the Bureau, the use of the General Appearance forms and intelligent supervision on the part of the Bank Robbery supervisor will result in bringing to the attention of interested field offices similarities existing in robberies occurring in field office districts. It is to be noted that at the present time field offices furnish copies of their Bank Robbery reports to all offices adjacent to their own territory.

Those in attendance at this session of the Conference were Messrs. Nathan, Tolson, Clegg, Glavin and Tamm.

Respectfully,
For the Conference.

Clyde Tolson, Chairman.

W. R. Glavin, Secretary.

RECORDED

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/31/90 BY SP5C/10MS

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C. GLEGG
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FBI

December 23, 1937.

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered the letter from the Newark office recording suggestions offered at the clerical conference of that office on November 30, 1937.

1. That the Bureau file number, when it is known, be placed on the field office file cover and this number be placed on the abstract slips of communications forwarded to the Bureau.

The conference was opposed to this due to the fact that clerical errors, originating in the field, would cause a misfiling of these abstract slips, and it was believed that the searching and recording of the numbers on the abstract slips is a function that should be performed in Washington.

2. It was recommended that the data in Section 100 of the Manual of Rules and Regulations be arranged alphabetically instead of at present by numerical sequence by classification.

The Conference was opposed to this suggestion, first, for the reason that there were a comparatively small number of types of violations listed and no great burden would be necessary in looking up the character of case, while the more frequent need would be in ascertaining what the character of a case would be, based upon the classification number, and, therefore, the present arrangement of listing the classification numbers in numerical sequence is preferable.

RECORDED

3. It was recommended that when next the Manual of Rules and Regulations is revised that specific reference be made to forms by number instead of referring to the forms as provided.

The conference was opposed to this suggestion, first because of the possibility that a form number would be changed, and with each change the Manual would be obsolete to that extent. In some instances such as daily reports, report forms, and efficiency ratings sheets, the forms actually appear in the Manual. In all other instances the forms are of common usage and it was not believed that any advantage would be obtained by referring to them by form number since they are referred to by their nature and purpose. Therefore, this was disapproved.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/3/96 BY SP5CAB/m5

Memo for the Director

- 2 -

December 23, 1937.

A letter is being addressed to the Newark office accordingly, if approved.

Those present were Messrs. Tolson, Nathan, Tamm, and Glegg.

Respectfully,
FOR THE CONFERENCE,

Clyde Tolson,
Chairman,

W. R. Glavin,
Secretary.

CC: Mr. Glavin.

EAT:CDW

December 28, 1937.

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered the attached bulletin relative to the Music Publishers' Protective Association and was unanimously in favor of the submission of this bulletin to the field.

Those in attendance were Messrs. Tolson, Nathan, Clegg, Glavin and Tamm.

Respectfully,
For the Conference,

CLYDE TOLSON,
Chairman.

W. R. GLAVIN,
Secretary.

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December 27, 1937.

MEMORANDUM FOR THE DIRECTOR

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The Executive Conference made a review of the program for retraining schools, and it was agreed that the amount of time to be devoted to field office administration should be two hours instead of one hour; that the time given over to vouchers by the Chief Clerk's Office be five hours instead of six hours; and that the initial written examination given at the beginning of the retraining school be omitted and that the final examination at the conclusion of the school be given as heretofore.

Those present at the Conference were Messrs. Tolson, Glavin, Nathan, Tamm and Olegg.

Respectfully,

FOR THE CONFERENCE,

Clyde Tolson,
Chairman.

W. R. Glavin,
Secretary.

cc: Mr. Glavin.

RECORDED

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ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 303,613
DATE 7/3/90 BY SP5C/DMs

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ORIGINAL FILED IN 1-19-108

HHC:WHH

December 13, 1937.

MEMORANDUM FOR THE DIRECTOR

There is attached a copy of the Retraining Program, of two weeks duration, which has previously been approved for the present cycle of Retraining Schools.

Following conversations with members of the present session of the Special Agents in Charge school, it is recommended that two hours be devoted to Field Office Administration, instead of one hour, and that five hours, instead of six hours, be devoted to the work of the Chief Clerk's office.

With these changes it is recommended that the program, as initially prepared, be continued for the next Retraining School, beginning January 17, 1938.

Respectfully,

H. H. Clegg.

HN:CSH

December 29, 1937

MEMORANDUM FOR THE DIRECTOR

At an Executives Conference held this morning, Messrs. Tolson, Clegg, Tamm, Glavin and Nathan being present, consideration was given to the suggestion of Special Agent in Charge J. W. Vincent, Atlanta, that a copy of the pamphlet entitled "Basic Photography", published by the Air Corps of the War Department, be placed in each field office. The Conference further considered a report from the Bureau's Laboratory to the effect that it is not believed advisable to furnish copies of this pamphlet to each field office, since each office at the present time has a book on elementary photography which is adequate to meet the photographic needs of the various Agents.

In view of the above, the Conference unanimously decided not to recommend that this pamphlet be furnished to the field, and a letter to SAC Vincent to this effect is attached for your approval.

Respectfully,
For the Conference,

Glyde Tolson, Chairman.

W. B. Glavin, Secretary.

RECORDED 66-2554-1043
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ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/3/90 BY SP5C11/oms

DEC 31 1937
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HN:CSH

December 29, 1937

MEMORANDUM FOR THE DIRECTOR

At an Executives Conference held this morning, Messrs. Tolson, Clegg, Tamm, Glavin and Nathan being present, consideration was given to the request of Police Commissioner George E. Kaas, of Newark, New Jersey, contained in his letter of December 24, 1937, for information concerning collections of rope, twine, cord, and other similar materials, and also for the names and addresses of the country's leading twine and rope manufacturers. This information is desired in connection with the organization of extensive specimen files in the technical laboratory of his organization.

The Conference unanimously decided to comply with this request. A letter to Commissioner Kaas is attached, for your approval.

Respectfully,
For the Conference,

Clyde Tolson, Chairman.

RECORDED

W. R. Glavin, Secretary.

JAN 8 1938

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ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/3/96 BY SP5C110ms

ORIGINAL FILED IN 62-41911-135

EAT:RP

December 28, 1937.

MEMORANDUM FOR THE DIRECTOR

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The Executive Conference considered the attached Bureau Bulletin entitled "Nonsuit Negotiations in War Risk Insurance Cases" and was in favor of the submission of this bulletin to the field.

Those in attendance at this session of the Conference were Messrs. Nathan, Tolson, Clegg, Glavin and Tamm.

Respectfully,
For the Conference.

Clyde Tolson,
Chairman.

W. R. Glavin,
Secretary.

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HHG:WHH

December 23, 1937.

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered the memorandum addressed to Mr. Nathan, signed by Mr. Coffey, on December 6, 1937, relative to the sound recording equipment presently at the Kansas City office.

Initially, it was pointed out, this equipment was obtained to be forwarded to five key offices, Kansas City being one of these offices. The following employees were reported qualified in the handling of this equipment:

I. W. Conrad	Laboratory
R. L. Fagan	Field
J. M. Jones	Field
V. I. Parry	Field
R. F. Pfafman	Laboratory
J. W. Ransom	Field
H. L. Thompson	Field
B. E. Sackett	Field
J. O. Newman	Field
R. D. Reynolds	Field
V. W. Peterson	Field

Mr. Coffey's memorandum pointed out that none of the above-mentioned qualified employees were located at Kansas City, where the equipment is located. The Executive Conference was of the opinion that the designation of the key offices was properly made and it was, therefore, not believed that the equipment should be transferred with the transfer of qualified employees. This might naturally lead to an accumulation of a large portion of this equipment in one field office, if this practice were followed.

It was recommended, therefore, that Mr. Tolson be furnished with a list of those who are qualified in handling sound recording equipment, in order that, to the fullest extent possible, qualified employees would be in the offices where such equipment was assigned. With this in view a copy of this memorandum is being furnished to Mr. Tolson for his records.

RECORDED

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ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
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62-2554-1046	
FEDERAL BUREAU OF INVESTIGATION	
JAN 15 1938	PALM M. H.
U.S. DEPARTMENT OF JUSTICE	

Memo for the Director

- 2 -

December 23, 1937.

It was believed that a qualified employee should be assigned to the Kansas City office to aid in keeping this equipment in proper condition and so that it might be utilized when necessary.

Those present were Messrs. Tolson, Nathan, Tamm, and Clegg.

Respectfully,
FOR THE CONFERENCE,

Clyde Tolson,
Chairman,

W. H. Glavin,
Secretary.

CC: Mr. Glavin

Mr. Tolson

EAT:CEW

December 27, 1937.

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered the contents of the attached suggested form letter to all Special Agents in Charge, and was unanimously in favor of its submission to the field.

Those in attendance were Messrs. Tolson, Nathan, Clegg and Tamm.

Respectfully,
For the Conference,

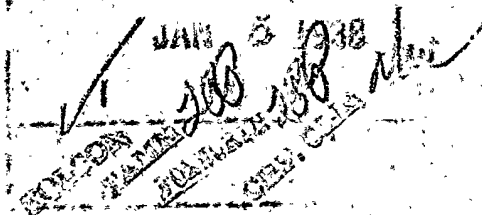
CLYDE TOLSON,
Chairman.

W. R. GLAVIN,
Secretary.

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ALL INFORMATION CONTAINED
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ORIGINAL FILED IN

62-13114-1558

EAT:CDW

December 28, 1937.

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered the suggestion contained in the attached letter submitted to the Bureau under date of November 29, 1937, by Special Agent R. H. Cunningham that the Bureau establish and maintain WSTA albums in which would appear pictures and descriptions of persons sought in WSTA cases. It is Mr. Cunningham's belief that such photographs might be displayed to all victims in WSTA cases for the purpose of obtaining possible information concerning various fugitives.

The Conference was of the unanimous opinion that the maintenance of such an album is not desirable because the value to be expected from the maintenance of the album in an up-to-date condition would not in any degree offset the volume of work which would be required to prepare and maintain the albums. The Conference is opposed at this time to the extension of photograph albums to any type of case other than bank robbery.

Those in attendance were Messrs. Tolson, Nathan, Clegg, Glavin and Tamm.

Mr. Cunningham is being advised in the attached letter of the Bureau's reaction to his suggestion.

Respectfully,
For the Conference,

CLYDE TOLSON,
Chairman.

W. R. GLAVIN,
Secretary.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
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EAT:CDW

December 27, 1937.

MEMORANDUM FOR THE DIRECTOR

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o
The Executive Conference considered the attached bulletin entitled "Unlawful Flight to Avoid Prosecution" and was unanimously in favor of its submission to the field. Those in attendance were Messrs. Tolson, Nathan, Clegg and Tamm.

Respectfully,
For the Conference,

CLYDE TOLSON,
Chairman.

W. R. GLAVIN
Secretary.

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December 28, 1937.

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MEMORANDUM FOR MR. CLEGG

In connection with the forthcoming Inspectors Conference, I desire to point out that I recently discussed with the Director the question raised by Mr. Egan during his inspection of the Des Moines Office as to the attitude to be adopted towards the permitting of Federal Probation Officers to have access to information contained in the Bureau files.

The Director indicated that in cases of this kind, he believed the Probation Officers should be referred to the file in the office of the United States Attorney which will, of course, contain copies of all investigative reports. The Director sees no objection to the Probation Officers obtaining their information from the files in the office of the United States Attorney.

Very truly yours,

E. A. TAMM.

ORIGINAL FILED IN 62-12674-43

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The Executive Conference considered the attached bulletin outlining the program of issuing identification orders for local authorities in cases involving the crime of murder where prosecution is authorized for violation of the Unlawful Flight to Avoid Prosecution statute and was unanimously in favor of the submission of this bulletin to the field.

Respectfully,

Clyde Tolson,
Chairman

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 328,013
DATE 7/3/96 BY SP5CJL/MS

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FBI File Number 66-HQ-2554, Section 7

December 29, 1937.

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered the attached bulletin entitled National Bankruptcy Act Investigations and was in favor of the submission of this bulletin to the field.

Those in attendance at this session of the Executive Conference were Messrs. Tolson, Nathan and Tamm.

Respectfully,
For the Conference,

CLYDE TOLSON,
Chairman.

W. R. GLAVIN,
Secretary.

RECORDED

66-2554-1051

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ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 333,013
DATE 7/3/90 BY SP5C11Dms

ORIGINAL FILED IN 66-2554-1051-443

HHQ:WHH

December 23, 1937.

MEMORANDUM FOR THE DIRECTOR

Recently, while attending the SAC School, Mr. Sackett and Mr. Shivers, at Phoenix and Miami respectively, pointed out that the firearms training of seven periods for five months during the summer, and for two months during the winter, had the reverse effect on the employees in Phoenix and Miami due to the hot weather. Mr. Sackett pointed out that there was a danger of sun stroke for the Agents to go out on a range, and that there was a limited value when the temperature was 120 to 135 degrees in the sun, and that it was extremely difficult to properly sight the weapons, due to perspiration and the heat waves. He was of the opinion that the limited instructions in the winter for the northern offices should be made applicable in order to limit the instructions in the summer for the Agents of those offices.

The Executive Conference recommended favorably with reference to these suggestions, and it was thought, however, that this privilege of arranging for the reverse procedure of firearms training at Miami and Phoenix should be limited to those two offices until or unless some other offices should communicate with the Bureau, showing cause for a change in that territory.

If this is approved there is being prepared a letter for the Phoenix office, a copy for Miami, authorizing this change.

Those present were Messrs. Tolson, Nathan, Tamm, and Clegg.

Respectfully,
FOR THE CONFERENCE,

RECORDED

Clyde Tolson,
Chairman,

W. R. Glavin,
Secretary.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 333,013
DATE 7/5/90 BY SP5-110ms

CC: Mr. Glavin.

ORIGINAL FILED IN 66-2554-1052

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HM:CSH

December 29, 1937

MEMORANDUM FOR THE DIRECTOR

The Executives Conference this morning, Messrs. Tolson, Clegg, Tamm, Glavin and Nathan being present, further considered the suggestion of Clarence W. Toliver, messenger assigned to the Technical Laboratory, that the Laboratory walls be painted a medium light green in order to relieve eye strain. The Conference had before it a memorandum from the Laboratory indicating that Dr. J. F. Meyer of the Lighting Division, Bureau of Standards, was of the opinion that although the light green color would probably be slightly more restful to the eye, it would require stronger illumination to provide the same degree of lighting, and therefore very little would be gained by the change. In view of this opinion, the Conference unanimously decided not to adopt this suggestion.

Respectfully,
For the Conference,

Clyde Tolson, Chairman.

W. R. Glavin, Secretary.

Mr. Nathan
Mr. Tolson
Mr. Baughman
Mr. Clegg
Mr. Coffey
Mr. Crowl
Mr. Egan
Mr. Foxworth
Mr. Glavin
Mr. Harbo
Mr. Hottel
Mr. Lester
Mr. McIntire
Mr. Nathan
Mr. Nichols
Mr. Rosen
Mr. Schuler
Mr. Tamm
Mr. Tracy
Miss Gandy

RECORDED

66-2554-7053

JAN 12 1938

NATHAN

TOLSON

LAB.

ONE CLERK

FOUR

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 333,013
DATE 7/5/90 BY SP5C110MS

ORIGINAL FILED IN

66-2554-1736

EAT:CDW

December 28, 1937.

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered the contents of the letter received from SAC Reynolds under date of December 10, 1937, concerning the protest of Mr. J. J. Reich of Huntington, West Virginia, relative to the use of the words "Russian Hebrew" and "American Jew" in descriptive data appearing upon Identification Orders under the heading "Nationality".

The Conference concurs in Mr. Reich's observation that the words "Jewish", "Hebrew", etc., do not refer to a nationality but rather to a religion, but points out that people of the Jewish faith have certain features which are considered characteristic of those persons, and believes that Identification Orders should contain some statement to point out these characteristics, which are just as important as a man's height, weight, etc. The Conference is of the opinion that such characteristics should not be described under the heading "Nationality" but should be referred to in the physical description under the heading "Marks, scars and characteristics or peculiarities" by the use of the phrase "Jewish Characteristics". The Conference feels that the use of these words upon Identification Orders will meet the objection raised by Mr. Reich.

If you approve this recommendation, Identification Orders hereafter issued will be so worded.

Respectfully,
For the Conference,

RECORDED

CLYDE TOLSON,
Chairman.

W. R. GLAVIN,
Secretary.

Those in attendance were Messrs. Nathan, Tolson, Clegg, Glavin and Tamm.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/5/90 BY SP5C/10ms

ORIGINAL FILED IN

66-2554-1054

JAN 3 1938

TOLSON
GLAVIN

Em

December 1, 1937.

LCS:AF:AMP.

MEMORANDUM FOR THE DIRECTOR

The Executives Conference on December 1, 1937, Messrs. Tolson, Nathan, Clegg, Pennington, Hince, and Schilder being present, considered Recommendation #3 relative to the Posting Section, submitted by Mr. Hince following the recent inspection of the Identification Division. This recommendation in substance recommended that to simplify the processes followed in the Posting Section of the Identification Division, an effort be made to get contributing law enforcement officials to submit dispositions on individual sheets or pages in the future, rather than to submit several dispositions on one sheet as is the practice at present. It is noted in this connection that the Bureau has furnished disposition sheets to contributing officials and indicated specifically that several persons could be listed on one sheet. A sample of the present sheet is attached. 4-7-98-275X

The advantage of the suggested procedure is that these individual sheets could, in identified cases, that is, in cases where jackets exist, be filed directly into the jackets. It was pointed out during the discussion relative to this recommendation that many contributing officials, including penitentiaries, forward to the Bureau copies of their monthly or daily reports, as the case may be, required for their own or State or local purposes, and that undoubtedly many of these contributing officials would not care to adopt the suggested change which would, of course, involve more work. It was pointed out also that the sheets have been prepared to permit the entry of several dispositions to make the procedure as simple as possible for contributing officials and to entail as little work as possible on their part. It was noted that the posting personnel has increased from about 1 in 1930 to about 15 now, which is indicative of the increase in dispositions. 62

RECORDED

166-2554-1054X

In further consideration of this matter, the Conference unanimously agreed that the Bureau should endeavor to encourage all contributing officials to forward individual disposition sheets and to receive them wherever possible. The suggestion was made and approved by the Conference that if you approve of this procedure an individual letter be forwarded to each contributor, inviting his specific attention to the change in policy and asking his cooperation. All needed sheets (a large increase over the present needs of sheets) would be furnished by the Bureau as requested. The Conference also thought it might be desirable for an endeavor to be made to have a disposition sheet prepared on which several entries could be placed, with perforations between each entry, thus providing a form of disposition sheet similar to that presently used and to permit portions to be filed in separate jackets. Study will be given this matter in the Identification Division and a further report submitted not later than December 10, 1937. NATHAN

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 373,013
DATE 7/5/96 BY SP5C/110ms

Director.

#2.

12/1/37.

Further discussion ensued as to the method of filing these disposition sheets. It was pointed out that contributing officials in some instances furnish wrong FBI file numbers and that the Bureau's files would not be entirely accurate unless these sheets were to be checked before filing in jackets. In this connection, it was noted that any time a sheet would be so filed in a jacket it would, of course, have to be checked and the appropriate reference entries made by the typists handling the sheets preparatory to the answer. The crux of the current suggestion is then the check which should be made of a single disposition sheet being placed in the jacket. In order to insure, therefore, that all disposition sheets also filed in the jackets are placed in the correct jackets, the Conference unanimously approved the suggestion that the filing clerk--in this instance the Assembly Section clerical employee filing the disposition sheet--before placing a single disposition sheet into a jacket verify the identification according to the name and jacket or other identifying number, thus precluding the possibility of an error.

If you approve, the foregoing will be placed into effect.

Respectfully,
FOR THE CONFERENCE:

CLYDE TOLSON, Chairman.

W. R. GLAVIN, Secretary.

HN:CSH

December 29, 1937

MEMORANDUM FOR THE DIRECTOR

At an Executives Conference held this morning, Messrs. Tolson, Clegg, Tamm, Glavin and Nathan being present, further consideration was given to additional data secured in connection with a new form of disposition sheet which it has been suggested be sent out by the Bureau. This sheet is to be perforated in such a manner as to permit it being separated into three smaller sheets by Identification Division correspondents. Mr. Renneberger advised that the cost of preparing these new forms would be approximately \$1.58 per thousand, the printing and perforation to be done in the Mechanical Section.

The Conference decided to try this as an experiment on a comparatively small scale in order to see whether the Bureau's Identification Division correspondents would use these forms to any extent.

Respectfully,
For the Conference,

Clyde Tolson, Chairman.

RECORDED

66-2554-1054-X

W. E. Glavin, Secretary

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ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/5/90 BY SP5CJ/DM5

ORIGINAL FILED IN 62-24798-275X

EAT:CRW

December 28, 1937.

MEMORANDUM FOR THE DIRECTOR

37
The Executive Conference considered the suggestion arising from the memorandum attached hereto addressed to Mr. Tolson by Mr. Harbo under date of December 14, 1937, in which the question is raised as to whether the Bureau should serve as a clearing house for information upon all suspicious fires, with particular reference to the possibility that there may be a Federal violation involving use of the mails to defraud in arson cases where the property is insured.

The Conference was of the opinion that the number of arson and fraudulent fire cases in which any possible Federal angle might arise were so few that the Bureau could not justify going into this field of investigative or statistical work. The Conference concedes that while an occasional bankruptcy case may arise in which a fraudulent fire is a factor, in a vast majority of arson cases, there is no Federal angle. In those few cases involving use of the mails to defraud in an insurance claim, it is to be noted that the investigation to be conducted would not be within the Bureau's primary investigative jurisdiction.

For these reasons, the Conference does not believe that the Bureau should attempt to set up and maintain any national clearing house concerning statistics or other information relating to fraudulent fires.

Those in attendance were Messrs. Tolson, Nathan, Clegg, Tamm and Glavin.

Respectfully,
For the Conference,

CLYDE TOLSON,
Chairman.

W. R. GLAVIN,
Secretary.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/5/90 BY SP5C/ldms

HN:CSH

December 29, 1937

MEMORANDUM FOR THE DIRECTOR

At an Executives Conference held this morning, Messrs. Tolson, Clegg, Tamm, Glavin and Nathan being present, consideration was given to an identification card being issued by the Wichita Police Department to pupils of the intermediate schools of that city, stating that "fingerprints are on file in the Civilian Fingerprint File, Department of Justice, Washington, D. C." This card was forwarded to the Bureau by SAC Brantley in his letter of December 20, 1937.

The Conference was advised by Mr. Clegg that a representative of the Wichita Police Department will be in attendance at the next session of the FBI Police Academy. It was, therefore, decided that the matter of changing the wording of this card to include a reference to the Federal Bureau of Investigation should be diplomatically taken up by Mr. Clegg with this representative.

Respectfully,
For the Conference,

Clyde Tolson, Chairman.

RECORDED

W. R. Glavin, Secretary.

CC Mr. Clegg

Mr. Nathan
Mr. Tolson
Mr. Baughman
Mr. Clegg
Mr. Coffey
Mr. Crowl
Mr. Egan
Mr. Foxworth
Mr. Glavin
Mr. Harbo
Mr. Hotel
Mr. Lester
Mr. McIntire
Mr. Naughton
Mr. Nichols
Mr. Pennington
Mr. Rosen
Mr. Schilder
Mr. Tamm
Mr. Tracy
Miss Gandy

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/5/90 BY SP5C/ldms

ORIGINAL FILED 32-17-69

NATHAN
TOLSON
CLEGG
FOUR
FILE

December 30, 1937.

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered and approved the following suggested schedule of physical training for 1938:

	A. M. 9:45 - 10:45	A. M. 11:00 - 11:45	P. M. 2:00 - 3:00	P. M. 3:00 - 4:00	P. M. 4:15 - 5:00	P. M. 5:00 - 6:00
Monday	Retraining Sch. (Practical Work)	New Agents' School #1	National Police Academy	Executive Conference	New Agents' School #2	Super- visors Group "O"
Tuesday	Retraining Sch. (Practical Work)	New Agents' School #1	National Police Academy	Supervisors Group "U"	New Agents' School #2	Super- visors Group "M"
Wednesday	Retraining Sch. (Practical Work)	New Agents' School #1	National Police Academy	Executive Conference	New Agents' School #2	Super- visors Group "O"
Thursday	Retraining Sch. (Practical Work)	New Agents' School #1	National Police Academy	Supervisors Group "U"	New Agents' School #2	Super- visors Group "M"
Friday	Retraining Sch. (Practical Work)	New Agents' School #1	National Police Academy	Executive Conference	New Agents' School #2	Super- visors Group "O"
Saturday	Retraining Sch. (Practical Work)	Supervisors Groups "U" and "M"				

RECORDED

66-2554-1056

In addition to the above, since Mr. Goudge remains at the Bureau on Saturday afternoons, the periods from 2:00 to 3:00 and 3:00 to 4:00 on Saturday afternoons, it is believed should be made available to any Bureau official or

Memo. for the Director.

- 2 -

December 30, 1937.

supervisor who desires to take advantage of the facilities of the gymnasium under Mr. Goudge's supervision.

If this is approved, there is attached hereto a memorandum placing this schedule in effect and dividing the supervisors into groups "O" - overweight; "M" - maintaining weight and "U" - underweight.

Those present were Messrs. Tolson, Tamm, Nathan, Glavin and Clegg.

Respectfully,
For the Conference,

Clyde Tolson,
Chairman.

W. R. Glavin,
Secretary.

Enclosure.

EAT:RP

December 30, 1937.

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered the question presented by those cases in which a person is convicted in the Federal Courts in a case investigated by the Bureau to serve a term of imprisonment to begin upon the expiration of a term imposed in the State Courts, when the subject escapes from the state institution and the Bureau is thereafter requested to conduct investigation looking to the location of the fugitive. Mr. Tamm pointed out to the Conference that the department has advised by memorandum in individual cases that no Federal process can be issued in such situations to cause the return of a fugitive apprehended in one state to the state in which he was incarcerated prior to his escape, and pointed out in these situations, after the Bureau apprehends a fugitive, we have no way of causing his removal to the place of incarceration. It was further pointed out that on some occasions state authorities may and do refuse to extradite subjects and since, according to the department, the Federal sentence is inoperative until the completion of the state sentence, after conducting an extensive investigation resulting in the apprehension of the fugitive we may be compelled to release the fugitive.

The majority of the Conference is of the opinion that this matter should again be taken up with the department and specific instructions requested as to what practice the Bureau should follow in cases of this kind. It is to be noted that some of the escapes occur from chain gangs and road camps operated in connection with state penal institutions and it is almost a waste of time to return an escape to such a place of incarceration since he apparently may readily escape again whenever he desires. Mr. Tamm is of the opinion that the Bureau should decline to conduct investigation in any case in which these circumstances exist, being of the opinion that since the prisoner can only be incarcerated on a state sentence in a state institution it should be considered the primary responsibility of the state authorities to locate the escaped prisoner and cause his return.

Those in attendance at this session of the Conference were Messrs. Tolson, Nathan, Clegg, Glavin and Tamm.

Respectfully,
For the Conference

Glyde Tolson, Chairman

W. R. Glavin, Secretary.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/5/96 BY SP5C110MS

ORIGINAL FILED IN 26-41122-40

HN:CSH

January 3, 1938

MEMORANDUM FOR THE DIRECTOR

At an Executives Conference held this morning, Messrs. Tolson, Clegg, Tamm, Glavin and Nathan being present, consideration was given to the communication of Dr. Israel Castellanos, dated December 23rd, in which he proposed to transmit copies of all of his prints to the Identification Division of the Bureau and, incidentally, indicated that in this event there would be a source from which information could be secured by them in case their own prints were destroyed.

The Conference was of the opinion that we should accept all prints transmitted by Castellanos and the Cuban bureau, although it was, of course, understood that the prints would not be segregated in such a manner as to permit us to duplicate all Cuban prints at any time.

A letter to this effect to Dr. Castellanos is attached for your approval.

Respectfully,
For the Conference,

Clyde Tolson, Chairman.

W. R. Glavin, Secretary.

RECORDED

66-2554-1057

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 328,013
DATE 7/5/90 BY SP5GVL0MS

ORIGINAL FILED IN 32-15305-66

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JAN 10 1938
TOLSON
CLEGG
NATHAN
GLAVIN
KSP

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ORIGINAL FILED 66-2117-109

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Mr. Nathan and Mr. Clegg were of the opinion that the present rule pertaining to the recording of such cases on the Administrative Reports as being delinquent only after a period of 45 days has elapsed without the submission of an investigative report is more desirable. Mr. Clegg is of the opinion that to reduce the delinquent status to a thirty-day period will result in the submission of reports which are designed only to take cases out of the delinquent status. The majority of the Conference believes, however, that in view of the relatively small amount of overtime being performed by many of the Agents in the service the thirty-day rule would tend to speed up the investigative activity.

Respectfully,
For the Conference.

RECORDED

W. R. Glavin,
Secretary.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/5/90 BY SP5C11 DMS

January 4, 1938

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered the advisability of closing the Phoenix, Arizona field office, transferring the work of the Phoenix Division to the Los Angeles office. There is attached hereto a summarization of a survey made concerning the volume of work handled by the Phoenix office during the past six months. From June through November, 1937, a total of 93 cases were received by the Phoenix office from within its own district and 230 cases were received from other offices, making a total of 323 cases received during the period under review. At the present time there are 128 pending cases in the Phoenix Division.

It was pointed out that at the present time there are five Agents, including one accountant and Special Agent in Charge, and four clerical employees assigned to the Phoenix field office.

Mr. Tolson pointed out to the Conference that at the time SAC Sackett attended the SAC Conference in Washington, he advised that there was not sufficient work at Phoenix to keep him busy and that he did a great deal of investigative work in addition to his regular duties as SAC.

The members of the Conference were advised that should the Phoenix office be closed and the work transferred to the Los Angeles district, the mileage to some of the cities in the present Phoenix Division from Los Angeles would be as high as 700 miles. This office at the present time is in rented space, the annual rental being \$4133.52.

The Conference with the exception of Mr. Clegg recommended that in view of the small number of cases being received in the Phoenix field division, consideration be given to discontinuing this office at the present time. The Conference recommends that should the Phoenix office be closed, at least two Agents be assigned to Phoenix in a Resident Agent capacity. Mr. Clegg was of the opinion that this office should remain open due to its location and he was of the further opinion that in the event stronger Agents were transferred to the Phoenix field office, there would be an increase in the work received in that office.

Majority view approved.
1-29-38. J.E.H.

Respectfully,
For the Conference,

s/ Clyde Tolson, Chairman.

s/ W.R. Glavin, Secretary.

RECORDED

INDEXED

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/5/96 BY SP5C11Dms

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FOUR

HN:CSH

January 3, 1938

MEMORANDUM FOR THE DIRECTOR

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At an Executives Conference held this morning, Messrs. Tolson, Clegg, Tamm, Glavin and Nathan being present, consideration was given to the letter of December 23, 1937 from Mr. Donald C. Stone, of the International Association of Chiefs of Police, inquiring whether the Director of the Bureau would recommend Dr. Israel Castellanos, of Havana, Cuba, to come to the United States and receive a fellowship from the Rockefeller foundation, studying at universities and research centers, and perhaps devoting a part of the period involved in the Laboratory of this Bureau.

The Conference was unanimously of the opinion that it would seem appropriate for Rockefeller foundation scholarships to be confined at this time to American law enforcement officers, and that Mr. Stone should be informed that this Bureau is not able at this time to pass conclusively and definitely as to the qualifications of Dr. Castellanos.

Respectfully,
For the Conference,

Clyde Tolson, Chairman.

W. R. Glavin, Secretary.

RECORDED

66-2554-1059

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/5/90 BY SP5C/DMJ

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FBI - NEW YORK
JAN 10 1938

ORIGINAL FILED IN 62-35612-32

WRG:ec

January 4, 1938

MEMORANDUM FOR THE DIRECTOR

Mr. Tolson
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Jones
Mr. Mumford
Mr. Quinn
Mr. Nease
Mr. Pennington
Mr. Starnes
Mr. Tamm
Mr. Telford
Mr. Winterrowd
Tele. Rm.
Mr. Holloman
Miss Gandy

The Executive Conference considered the advisability of closing the El Paso field office and transferring the work of the present El Paso field division to the San Antonio field office. There is attached hereto a summarization of a survey made concerning the work of the El Paso field division. The Conference was advised that from June through November, 1937, a total of 116 cases were received by the El Paso office from within its own territory and that 202 cases were received from other offices, making a total of 318 cases handled during that period of time. At the present time there are 123 cases pending in the El Paso division, 67 in the State of New Mexico and 61 in the State of Texas. It was further pointed out to the Conference that the present El Paso division covers 159,735 square miles, and should this office be closed, in some instances, the mileage from San Antonio to important cities in the present El Paso District would be from 900 to 1,200 miles. It is believed that the distances to be covered from either San Antonio, Los Angeles, or from Dallas, Texas, would be much too great to justify the discontinuance of a key office at El Paso.

The Conference was of the unanimous opinion that the El Paso office should be continued.

Respectfully,
For the Conference,

Clyde Tolson, Chairman.

W. R. Glavin, Secretary.

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INDEXED

66-2554-1059X

FEDERAL BUREAU OF INVESTIGATION	
FEB 2 1938 P. M.	
U. S. DEPARTMENT OF JUSTICE	
TOLSON	FILE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 7/5/90 BY SP5410ms3

ORIGINAL FILED IN 66-2554-110X2

EAT:RP

December 28, 1937.

MEMORANDUM FOR THE DIRECTOR

2
The Executive Conference considered the attached Bureau Bulletin entitled "Procedure in Handling War Risk Insurance Work" and was in favor of the submission of this bulletin to the field.

Those in attendance at this session of the Conference were Messrs. Nathan, Tolson, Clegg, Glavin and Tamm.

Respectfully,
For the Conference.

Clyde Tolson,
Chairman.

W. R. Glavin,
Secretary.

ORIGINAL FILED IN 82-1-799X

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 7/5/90 BY SP5/clms

66-2554-1060

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TOLSON
DEE OLL
TAMM
WAG

EAT:RP

December 30, 1937.

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered the suggestion submitted by Special Agent L. L. Meunier in his letter to the Bureau dated December 13, 1937, that fingerprint classifications be shown in circulars, inter-office identification bulletins and even in investigative reports.

The Conference points out that the subjects of circulars, reward notices, flyers, etc., are invariably also the subjects of Identification Orders and that the Identification Order contains both fingerprints and fingerprint classifications of each subject. The flyer or wanted notice is issued for the purpose of bringing the fugitive status of a person to the attention of people other than law enforcement officers and the Conference does not feel that the addition of fingerprint classifications to such notices would serve any practical purpose, and to include these additional data upon the flyer or wanted notice would necessitate the reduction in the size of some other item which the Conference believes is of more importance than the fingerprint classification.

With reference to inter-office identification bulletins, it is to be noted that these bulletins are issued in those cases in which fingerprints or a photograph are not available, and in most instances the inter-office bulletin pertains to a fugitive subject upon whom fingerprints are not available and, consequently, it is impossible to show the fingerprint classification upon the inter-office identification bulletins. In those cases where a fingerprint classification is known, it is included in the physical description of the subject appearing in the inter-office bulletin.

The Conference does not recommend any affirmative action upon this suggestion.

A letter is being addressed to Agent Meunier advising him of the Bureau's reaction to his suggestions.

Those in attendance at this session of the Conference were Messrs. Tolson, Nathan, Clegg, Glavin and Tamm.

RECORDED 66-2554-1061
Respectfully,
For the Conference.

Clyde Tolson, Chairman.

W. R. Glavin, Secretary.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 333:013
DATE 7/5/90 BY SP5CJL/MS

FILE

December 21, 1937.

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MEMORANDUM FOR THE DIRECTOR

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The Executive Conference considered a suggestion of Mr. Tracy that four sessions of the FBI National Police Academy be held annually instead of three.

It was unanimously recommended that three sessions of the FBI National Police Academy be held each year for the following reasons:

If the sessions were to be held in consecutive sequence it would require the classes to be present in Washington over the Christmas holidays and it would be quite unlikely that a class could be "held" in Washington during that period because so many of them would desire to be and probably would return to their homes. It was therefore believed to be inadvisable that classes be in Washington during the Christmas and New Year's holiday season.

RECORDED

66-2554-1062

As for the possibility of having sessions overlapping during the regular year, you are advised that this was believed to be inadvisable for the reason that quite a bit of individual and personal attention must be given to the members of these classes which would be impossible with twice the number of police trainees in Washington at the same time.

Likewise, it was observed that classes nearer graduation are inclined to seek to mix socially in the evenings with the newly arrived class and although there are some advantages in social contact, it does prevent both groups of trainees from getting in the proper amount of note preparation and the notes which they prepare at night are very valuable to them as it is the only sort of text material when they return to their own departments.

The concentrated attention which is necessary to be given to these police academy graduates and classes would serve as a serious interruption to the supervision which is required of retraining and new Agents' classes and this affords still another objection.

It may be pointed out that there is not such an overwhelming number of applicants as to indicate that there would be no difficulty in obtaining enough personnel to attend

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7/5/90 BY SP5C/10MS

ORIGINAL FILED IN

Memo. for the Director.

- 2 -

December 21, 1937.

four sessions per year.

45097

If this is approved, a letter along this line is being forwarded to Mr. Tracy for his information.

Those present were Messrs. Tolson, Nathan, Tamm and Clegg.

Respectfully,
For the Conference,

Olyde Tolson,
Chairman.

W. R. Glavin,
Secretary.

Enclosure.

WRG:atw

January 3, 1938.

MEMORANDUM FOR THE DIRECTOR

Re: Aberdeen Field Division

The Executive Conference considered the desirability of closing the field office at Aberdeen, South Dakota and transferring that territory to the St. Paul Division. The Conference was advised that from June through November, 1937, 155 cases were received in the Aberdeen District, an average of 26 cases a month. During the same period of time, the Aberdeen office received 148 cases from other offices making a total of 303 cases received during the period under review. At the present time, there are 211 cases pending at the Aberdeen Division, 78 being in North Dakota and 133 being in South Dakota. The Conference further took into consideration the fact that a new Federal Building has recently been completed in Aberdeen and quarters in that building have been completely equipped for this Bureau's field office. At the same time, the Conference considered the suggestion submitted by Mr. Hanni that consideration be given to transferring the Aberdeen Division to either Fargo, North Dakota or Sioux Falls, South Dakota.

The Conference was of the unanimous opinion that the office should not be moved to either Fargo or Sioux Falls. It, also, was of the opinion that the office should be retained in Aberdeen; that it is believed sufficient work was available in that district to warrant the continuance of an office there; that quarters have been made available to us in the new Federal Building; and that the office is strategically situated, making available necessary equipment in cases of emergency.

In the event you approve the continuance of the office at Aberdeen, immediate steps will be taken to transfer from quarters in rented space to the new Federal Building.

Respectfully submitted,
FOR THE CONFERENCE,

Clyde Tolson,
Chairman

W. R. Glavin,
Secretary.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 333013
DATE 7/5/90 BY SP3C/10ms

66-2554-1062X

FEB 2 1938

U.S. DEPT. OF JUSTICE

FILE

WOLSON

SEP 1938

FOUR

HHG:MT

January 15, 1938.

MEMORANDUM FOR THE DIRECTOR

The Executive Conference with Messrs. Tolson, Glavin, Tamm, Nathan, and Clegg present recommended that four days firearms training at Quantico be given to retrainees instead of three days even though this may in some instances require that they remain over in Washington through the second Sunday following their arrival for retraining school. It has been found that this can be conveniently included in the schedule.

Respectfully,

FOR THE CONFERENCE.

Clyde Tolson,
Chairman.

W. R. Glavin,
Secretary.

cc - Mr. Glavin

RECORDED
&
INDEXED.

66-2554-1063

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 303,613
DATE 7/5/90 BY SP5C/DM5

January 8, 1938.

MEMORANDUM FOR THE DIRECTOR

Re: Contacts

The Inspectors' Conference with Messrs. Tamm, Foxworth, Egan, Tracy, Lester, Crowl and Clegg being present and Messrs. Glavin and Tolson present on occasion, submit the following suggestions and recommendations:

1. That Inspectors during the inspection of Field Offices visit all United States Attorneys who are available in their headquarter city (U. S. Attorney's Headquarters); first, telephoning them to make appointments. While in the headquarters, ~~if there~~, they should interview the war risk attorney, the Federal Judges, U. S. Marshall, and the principal police officers only in those cities where the U. S. Attorneys are visited in the same city or in the Field Office headquarters and city.
2. It was believed that the memoranda which are being submitted to Field Offices concerning important fugitive cases should be printed on good paper instead of mimeographed as it was believed that this would cause more newspaper men and others who receive them to read these articles and thereby result in the desired publicity.
3. It was recommended that there be established in each Field Office an additional set of 3 x 5 cards arranged alphabetically and subdivided geographically, the cards being arranged alphabetically under the geographical division and such file would be known as the "Contact File". In this file would be those social and service contacts in a Field Division which had been made by the Special Agent in Charge or by Bureau officials and it would be required that the Special Agent in Charge on suitable and frequent occasions contact those whose names appear in this file and that the date of such contact be recorded on the card of such individual; that this file should be maintained in the desk of the Special Agent in Charge and would not be generally available to all Special Agents in order to prevent the Special Agents generally from becoming a nuisance ~~and~~ calling upon the individuals more than necessary. It was felt that

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 DIVISION OF INVESTIGATION

January 8, 1938.

these cards might properly be kept in a ^{box} safe in which the confidential ~~letters~~ are maintained in the desk of the Special Agent in Charge.

4. It was further felt that upon the transfer of a Special Agent in Charge from one District, upon the arrival of his successor, the Special Agent in Charge should personally introduce the new Special Agent in Charge to as many of those on this contact list as possible, provided the occasion for the transfer of the Special Agent in Charge from that headquarters office was brought about through no unfortunate circumstances.
5. It was felt that whenever a Special Agent were in any municipality that he should call upon the Police Chief and high ranking police executives of the Police Departments and other law enforcement agencies in that city. It was discovered that on numerous occasions the Special Agents were not calling upon the Chief of Police but were going to subordinate officers in order to obtain information and were not expressing the message of greeting from the Director or the Special Agent in Charge to the high police executives. It was felt, of course, that instructions should be given and that the Special Agent in Charge should be warned that the Agents should be required to call upon these police executives frequently but not so as to cause embarrassment or to make of them a nuisance.

Respectfully,

H. H. Clegg.

HHC:EML

December 21, 1937.

45-1115

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered a suggestion of Mr. Joseph D. Allen, a clerk in the Personnel Files Section, that when Bureau inspectors do not interview all the personnel of an office that a special paragraph be included in the report to this effect.

For the most part it is the Executive Conference's belief this is being done at present, but it is not believed that it should be insisted upon. By the time the inspection report reaches the Bureau the personnel presently assigned to the office is not in all instances identical with the personnel there when the inspection was made. It is believed that this would serve no valuable purpose since the absence of the personnel report would be clearly observable and there is no need to include a statement in the file that the report is not there.

If this is approved, the employee is being advised accordingly.

Those present were Messrs. Tolson, Glavin, Nathan, Tamm and Clegg.

Respectfully,
For the Conference,

Glyde Tolson,
Chairman.

W. R. Glavin,
Secretary.

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Enclosure.

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January 5, 1938

MEMORANDUM FOR THE DIRECTOR

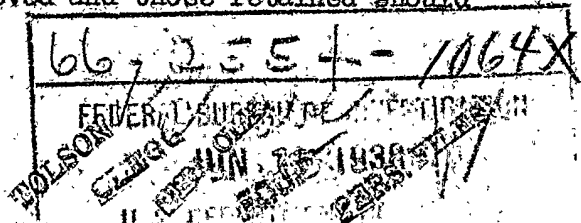
RE: PHYSICAL CONDITION AND MAINTENANCE

The Inspectors' Conference considered various requirements and policies which should be called to the attention of the Inspectors, those present being Messrs. Tolson, Glavin, Connelley, Lester, Foxworth, Egan, Tamm, Tracy, Clegg and Crowl.

1. *It is agreeable for cartridges which fit pistols usually issued to Bureau Agents to be in Bureau automobiles, but when unusual number of varieties of cartridges are found in a car, inquiry should be made as to the necessity for the various types being in the automobile.
2. *Batteries should be in all flashlights assigned to field offices.
3. *It is agreeable to retain old clothing for use on raids and for firearms training purposes in field offices. Such clothing should be retained, however, in special cabinets for that purpose and offices not in possession of such cabinets should requisition them.
4. *No guns should be maintained in the cabinet drawers assigned for the use of employees. Guns, however, either loaded or unloaded may be retained in desks of Special Agents so long as they are in desks that may be unlocked, but when a Special Agent leaves the desk in which a gun has been placed, it should be locked in all instances. Loaded or unloaded pistols may be retained in the locked brief bag of a Special Agent and the brief bag placed in the desk, at which time it would be unnecessary to lock the desk.
5. *Special Agents should retain bulletins issued during the current series and any other general bulletins which the Special Agent believes might be helpful to him.
6. *There should be no requirement for a Special Agent to retain Identification or Apprehension Orders. It is believed that he should not retain Apprehension Orders and if he does retain Identification Orders, they must be kept up to date; that is, the obsolete ones should be removed and those retained should

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be bound in a file with an Acco fastener.

7. *In the event the general stenographic room is used as a reception room, a railing should be installed to separate the reception part of the office from the clerical employees therein; however, a railing should not be mandatory in the event a special reception room is in the office.
8. It was the consensus of opinion of those present that in establishing future offices there should not be one large squad room in which all the Agents are stationed, but the office should be divided so that there would be one rather large room in which applicants may be interviewed and in which monthly conferences may be held, and the rest of the space for Special Agents divided so that from four to eight Special Agents may occupy a single office. It was further believed that there should be more desks in the office than there were Special Agents assigned thereto in order to care for the requirements of special assignments.
9. It was believed that in whatever building the Bureau maintains a field office, there should be a twenty-four hour elevator and heat service and that the entrance to the building from the outside should be available to the public and the Special Agents twenty-four hours per day.
10. *It was believed to be agreeable that automobiles be assigned so that one car would be assigned to one Special Agent whenever this is possible.
11. *It is believed that the Special Agent in Charge should submit a report on those whom he believes to be not qualified to drive automobiles; that this report should be forwarded to the Bureau, and that the Special Agent when judged to be not qualified should receive a memorandum from the Special Agent in Charge advising him that a recommendation to this effect has been submitted.
12. *It was believed that the Bureau should be advised by the Special Agent in Charge whenever any traffic ticket is given to any Bureau Special Agent either while in a Bureau-owned automobile or when in a personally-owned automobile that is being used on official business.
13. *It is believed that whenever arrangements to such effect can

be made that Special Agents in Charge should endeavor to arrange that automobile tires and inner-tubes might be obtained from the local distributing agency whenever they are needed after the order has first been placed with the Bureau.

14. *It was recommended that a fingerprint camera and a Recomar camera be assigned to all Resident Agents when such Resident Agents were located in an office which had been approved by the Bureau, Mr. Tamm and Mr. Tracy dissenting for the reason that some fixed bounds must be established for issuing equipment to Resident Agents and that there would be need for high-powered lights and other equipment, and that there should not be established an independent agency with large quantities of supplies in resident agency headquarters. It was believed by the others that the need for Recomar and fingerprint cameras occurred so frequently as to justify the present issuance of such equipment to such field offices and to limit the equipment to these two types of cameras at present.
15. In providing office space in the future it is believed that the Inspectors should be alert to observe that the following requirements for such space be available:
 - A. There should be two entrances to the office of the Special Agent in Charge.
 - B. That there should be two entrances to the office space from the public corridors.
 - C. That there should be a minimum of two rooms suitable for conference purposes.
 - D. That there should be a minimum of two Detention Rooms not adjacent to any public space.
 - E. That there should be a guard corridor adjacent to the Detention Rooms.
 - F. There should be a toilet installed immediately adjacent to the Detention Rooms.
 - G. That the Detention Rooms should be equipped so that a steel netting should be placed inside the windows and that the windows should be made of mesh glass, and the

1-5-38

light bulbs should be protected with a metallic cover.

H. That the Detention Rooms should not be adjacent to the roof of any adjoining buildings and should not be available either to outside access nor should they be in such a position that those on the outside might look into the Detention Rooms to see who is being held.

I. It is believed that wiring and microphones should be installed in each office so that there would be a microphone ready for immediate use in each Detention Room. One microphone in one of the Conference Rooms of the field office and one microphone in the office of the Special Agent in Charge. It is believed that in the office of the Special Agent in Charge a switch should be on the desk of the Special Agent in Charge or somewhere in the office that would enable him to prevent any listening-in on private conferences in the office of the Special Agent in Charge. The listening process would then be determined by necessity and the physical requirements would call for the attaching of the receiving device to the end of the wire in another office whenever it is needed. The receiving device would not be permanently affixed to these systems however.

16. In the preparation of inventories it is believed that the Inspector should submit a detailed memorandum to the Special Agent in Charge outlining the details of inaccuracies of overages, shortages or other errors in the inventory, but that it should not be necessary that this information be repeated in the inspection report due to the fact that the original memorandum for the Special Agent in Charge is attached to and made a part of the report. However, the inspection report itself should contain a summary of the total number of overages, shortages, and other errors in the inventory.

*Those items marked with an asterisk it is believed should be submitted to the Special Agents in Charge in a general letter to the field.

17. *Mr. Clegg recommended, all others dissenting, that there be a weekly inspection of firearms and electrical equipment in field offices. The opinion of the majority was based upon what was believed to be the more logical requirement that there should be a continuous maintenance of such equipment in good order and that the administrative requirement

Memo. Director

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for a weekly inspection would continue this maintenance on a routine basis. Mr. Clegg observed that at present this equipment was not being maintained properly in any field office and it was his hope that this additional inspection might bring about better results. There is a present requirement that the physical condition of the office, including equipment, be inspected twice per month.

Respectfully,

H. H. Clegg.

January 8, 1938.

MEMORANDUM FOR THE DIRECTOR

Re: Reports

The Inspectors' Conference with Messrs. Tamm, Foxworth, Egan, Tracy, Lester, Crowl and Clegg being present and Messrs. Glavin and Tolson present on occasion, submit the following suggestions and recommendations:

1. It was recommended that for the preparation of inspection reports that the Inspectors should proceed to Washington to dictate the reports immediately after the inspection of the New York City Office and immediately after the inspection of any other two offices. It was recognized at times that conditions in three small offices might be in such shape that the inspection reports would be comparatively small for the inspection of the three offices, in which event the Inspector should inspect the three offices before coming to Washington, but as a normal rule they should be informed that they should proceed to Washington after the inspection of two offices.
2. It is believed that the total number of copies of the inspection reports should be reduced so that three complete copies should be forwarded to the Bureau and that two copies of the individual write-ups and the memorandum for the Special Agent in Charge should be left with the Special Agent in Charge.
3. It was recommended that the Inspectors no longer be required to prepare and submit as a part of their inspection report the per diem schedules for the past six months in each office. The Chief Clerk's Office presently prepares per diem reports, which are available in the Bureau.
4. It was recommended that in the preparation of memoranda, either of an administrative character or concerning investigative cases, that the beginning of the comments of the Inspector should be so marked

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U. S. DEPARTMENT OF JUSTICE

TOLSON / CLEGG

Memorandum for the Director

- 2 -

January 8, 1938.

so as to indicate that it is the Inspector's comments and that the reply of the Special Agent in Charge should be so marked so as to show that it is his reply.

5. Due to the fact that memoranda left by the Inspector with the Special Agent in Charge sets forth the details as to the condition of desks, firearms and various physical equipment, it was felt unnecessary that the details be set forth in the Inspection Report but rather that a summary of the total number of desks found in bad condition, the total number of guns found rusty or of those with springs compressed should be sufficient to satisfy the requirements.
6. It was believed and recommended that the cover memorandum attached to the individual case write-ups should include phraseology to show that the Special Agent in Charge had all the time that he desired in which to make full and complete answer to all charges and accusations and criticisms contained in the memoranda.

Respectfully,

H. H. Clegg.

January 8, 1938.

MEMORANDUM FOR THE DIRECTOR

Re: Investigative Operations

The Inspectors' Conference, with Messrs. Foxworth, Egan, Tamm, Tracy, Lester, Crowl, and Clegg present, and with Messrs. Tolson and Glavin present on occasions, makes the following recommendations:

1.* There should be restatement of the uses for which routing slips may be used by the field offices and it was believed that this statement should permit the use of routing slips solely in following up cases that need routine follow-ups and for no other purpose.

2. As a possible means of improving supervision of field office work, in addition to the other suggestions that will be found incorporated herein and in other memoranda, the following are submitted for consideration:

A. That an inspector in each field office should make a thorough survey of the stenographic and clerical needs of the office. It was felt by the members of the conference that reports should not be delayed too long as far as typing is concerned. To do so would cause Agents, in some instances, to lose enthusiasm. In other instances the leads would become comparatively obsolete and again the Special Agent in Charge or the Supervisors in Washington could not properly supervise the cases unless the leads were coming in approximately as fast as they were discovered. At the same time it is felt that the inspectors should recommend a decrease in stenographic personnel whenever the conditions of the office warrant.

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B. It was believed that in each field office the inspector should teach the Special Agent in Charge how to review files based on the ticklers in the office, at least those to be pulled for one day. The Special Agent in Charge should be present to observe the inspector and

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TOLSON
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66-2554 continuing Conference

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January 8, 1938.

the inspector should explain in detail the procedure being followed by him in reviewing the file, instead of glancing at the last serial as sufficient, as was being done in some of the offices recently inspected.

A. The likelihood of additional supervisors being needed at the Seat of Government was being considered, although a survey is being made at this time. It is felt that a larger number of personnel would naturally be concomitant with the increased volume of work during the past two years.

B. More frequent inspections by Bureau inspectors was suggested as a ~~valuable~~ ^{valuable} means of stimulating interest and obtaining better supervision in the field particularly.

C. It was believed that there should be a more frequent change in some of the supervisory positions at the Seat of Government. It was believed that on such desks as War Risk Insurance one supervisor who is well acquainted with all of the fundamental policies of this desk should continue indefinitely in this position, but on the other hand it was felt that supervisors have a tendency to become routine, to follow up cases in a mechanical fashion, and to "get in a rut" if left in the position too long, and it was further felt that after the qualifications had been measured in any supervisory position the bringing in of "new blood" would stimulate improved supervision. Mr. Tamm was not present during the discussion of this.

3. It was believed that during the course of each field office inspection the inspector should on two or three occasions at least in each office call in each Special Agent in the headquarters city just as he departed at night to make two inquiries: A. What did you do today? B. What are your plans for tomorrow? It was felt that in the first place this would enable the inspector to obtain some sort of check-up on his activities of the current day, but even more important perhaps, the inspector would be able to find out whether the Special Agent on departing finally at the close of business had made his plans for tomorrow's investigations in order to reduce the amount of time he would have to remain in the office the following morning.

January 8, 1938.

4.* Dispositions of arrest records should be forwarded to the Bureau on disposition sheets as they were received, rather than saving up and sending in one disposition sheet covering numerous arrests.

5. It was observed that some of the inspectors are at the present time recording statistics as to dispositions of cases received in the field offices, including convictions, acquittals, references to state courts of prosecution dismissals by United States Attorneys, and closing of cases by the Special Agent in Charge. Mr. Harbo advises that he records such statistics and it would not be a great difficulty for him to make a consolidated sheet of this sort for each office on a quarterly basis and that case reports could be forwarded to Division Three and in turn routed to the inspectors so that they would not have to tabulate this information in the field. However, this statistical data would serve the purpose of permitting the inspector to inquire as to why the statistics were low, or the reasons why they were particularly good, so that both erroneous activities and meritorious features of the field office along this line might be set forth in the report. Mr. Harbo stated that the compilation of this additional data would require only two or three days' additional time on the part of one clerical employee, *per quarter*.

6. A review was made of the list of so-called errors of form and substance set forth in the Inspectors' Manual, and it was believed that this list should be revised as follows:

	<u>Form</u>	<u>Substance</u>
Incorrect or omitted reference	"	
Incorrect office of origin	"	
Omission or incorrect period for which made	"	
Omission or incorrect period when made	"	
Incorrect spelling of names in title	"	
Omission of name and location of bank in bank cases	"	
Omission of name of victim in title	"	
Omission of title	"	"
Omission of a subject's aliases	"	
Omission of an I. O. number in title	"	
Incorrect I. O. number in title	"	
Improper character of case	"	
Omission of character of case	"	
Failure to show all "characters of case" involved	"	
Omission of or incorrect "report made by"	"	
Omission of or incorrect "report made at"	"	

January 8, 1938.

	<u>Form</u>	<u>Substance</u>
Failure to show in "synopsis" substance of information in report	"	"
"Synopsis of Facts" materially inconsistent with details	"	"
Failure to show status	"	"
Improperly listing to whom reports furnished	"	"
Failure to submit sufficient number of copies	"	"
Failure to submit copies to or for U. S. Attorney	"	"
Large number of misspelled words	"	"
Unnecessary and immaterial verbiage	"	"
Untidy appearance of report	"	"
Illegible copies of report	"	"
Failure to show to which violation court action relates in double character cases	"	"
Failure to indicate a subject is an alien when required in the body of report	"	"
Delay in typing	"	"
Failure to note in report that Immigration authorities have been notified, when necessary	"	"
Failure to report court action	"	"
Failure to show source of information	"	"
Failure to show source of complaint	"	"
Omission of descriptions or incomplete descriptions	"	"
Omission of undeveloped leads for other offices	"	"
Omission of undeveloped leads for reporting office	"	"
Setting out unnecessary undeveloped leads	"	"
Failure to conduct interview thoroughly or lack of thorough investigation	"	"
Unnecessarily delayed investigations	"	"
Failure to advise Bureau concerning confidential informant	"	"
Delay in following up court action	"	"
Premature concluding of cases	"	"
Failure to submit summary report	"	"
Failure to submit parole report	"	"
Insufficient information in summary report	"	"
Improper form of report	"	"
Insufficient information in parole report	"	"
Failure to show authorities for filing complaint	"	"
Failure to ascertain and to report if detainer has actually been filed	"	"
Failure to furnish Bureau with copies of inter-office and other required official communications	"	"
Failure to properly handle obscene matter	"	"

January 8, 1938

	<u>Form</u>	<u>Substance</u>
Improperly routing mail matter	"	
Failure to advise Immigration authorities following convictions of aliens		"
Failure to set forth the name of a competent notary public in War Risk Insurance investigations		"
Failure to acknowledge communications		"

7. A discussion was had concerning the writing up in individual memoranda of cases in a delinquent status as far as time was concerned in field offices. Mr. Egan suggested that it should be unnecessary to prepare separate memoranda on a large number of cases in the field office, the only comment being made by the inspectors was to the effect that there had been no recent report submitted in this case and the answer would be identical to the answer to numerous other cases of this type, which would frequently be "insufficient personnel." The majority present agreed with Mr. Egan that several copies of single memoranda in which the title and character of the cases of this type could be indicated would save considerable time for the inspectors, the Special Agents in Charge, and the field office clerical employees. Mr. Tamm indicated that this information when furnished to the investigative divisions would serve the same purpose as the routine memoranda on delinquent cases which are presently being received. Mr. Tolson and Mr. Clegg were of the opinion that these individual memoranda should be prepared separately so that they could go to the case file, although it was pointed out by the majority of those present that even though the memorandum went to the case file, it contributed very little to the investigation. A rebuttal to this statement was to the effect that these memoranda could be mimeographed if necessary at Washington. Several felt that they would be unnecessary for this purpose.

8. * It was further recommended that whenever it was observed by an inspector that an investigation or lead had not been completely developed, it appearing that the Special Agent in the vicinity of where further work was to be done had discontinued the investigation, the inspector should not arbitrarily accept this, but should make inquiry, if necessary calling in the Special Agent if in the district, to find out why the investigation had been discontinued, and this would bring about more complete and thorough investigations of cases when the Agent was in the vicinity of places where several leads were still pending in a single file.

Respectfully,

H. H. Clegg.

* These matters to be covered in a general letter to the field offices.

EAT:RP

January 10, 1938.

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered a suggestion submitted under date of December 16, 1937, by Night Clerk Willard Boone of the Oklahoma City Office that the Bureau indicate on Apprehension Orders whether the fugitive was apprehended by the FBI Agents, a designated police department, by a Sheriff's Office or by some other law enforcement agency.

The Conference was unanimously opposed to the adoption of this suggestion, feeling that the purpose of an Apprehension Order is to notify law enforcement officers of the apprehension of a fugitive. It is not felt that the cooperation extended to the Bureau as a result of the adoption of this suggestion would be of any material assistance, and it is anticipated that complications would arise in situations where representatives of several law enforcement agencies were present at the apprehension of a fugitive. It is also to be noted that on some occasions Bureau Agents in effecting the apprehension of a fugitive are accompanied by representatives of quasi-official agencies, such as the Automobile Protective Institute, Automobile Underwriters Detective Bureau, National Association of Credit Men or other like agencies who may furnish to the Bureau information concerning a fugitive's location. For these reasons the Conference does not feel that this suggestion should be adopted.

Those in attendance at this session of the Conference were Messrs. Tolson, Nathan, Clegg, Glavin and Tamm.

A letter is attached hereto to Clerk Boone advising him of the Bureau's reaction to his suggestion.

Respectfully,
For the Conference,

Clyde Tolson, Chairman.

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W. R. Glavin, Secretary.

ALL INFORMATION CONTAINED
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January 4, 1938.

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered the advisability of discontinuing the Hartford Field Division. The Conference was advised that during the six months' period from June to November, 1937, only 96 cases were received by the Hartford Office from its own division; that 210 cases were received by the Hartford Division from other offices. There are a total of 150 pending cases at the present time. There is attached hereto a summary of the volume of work and related data of the Hartford Office. The Conference was further advised that an annual rent of \$5,600 is being paid for the space occupied at Hartford, this office having opened on May 1, 1937.

Messrs. Tolson, Nathan, Tamm and Glavin were of the opinion that the Hartford Office should be closed at this time and the State of Connecticut be transferred to the New York City Division and the State of Rhode Island be transferred to the Boston Division. Mr. Clegg dissented, stating that he is of the opinion that the Bureau should not enlarge either the Boston or New York City Divisions; that there is lax supervision in those offices at the present time; and that no better supervision or results could be secured through the transfer of the present Hartford Division to those two divisions. He further pointed out that Connecticut is the home state of the present Attorney General; that the United States Attorney in Connecticut is very much in favor of a continuance of this office; and that the population of the Hartford Division is 2,343,000 persons which justified the continuance of this office.

Respectfully submitted,
FOR THE CONFERENCE

Majority view approved.
1-29-38. J.E.H.

S/ Clyde Tolson,
Chairman
S/ W.R. Glavin,
Secretary

ENCLOSURE

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January 3, 1938.

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MEMORANDUM FOR THE DIRECTOR

0 Ray
The Executive Conference considered the request of General Superintendent Huff of the D. C. Penal Institutions for a representative to take a course of training in Jiu-jitsu at the Bureau.

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It is frankly understood that Mr. Huff has been rather verbose in some of his enunciations on the parole situation and since the time in the gymnasium is all being taken up by Bureau classes and supervisors, it is believed that it would impose too much of a burden on the personnel of the Bureau to set a precedent in connection with providing training for such individuals. Therefore, an unfavorable recommendation is being made and a letter to this effect is being addressed to Mr. Huff, if approved.

Those present were Messrs. Nathan, Tamm, Glavin, Tolson and Clegg.

Respectfully,

Glyde Tolson,
Chairman.

W. R. Glavin,
Secretary.

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January 4, 1933

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered the advisability of closing the Salt Lake City office and transferring the investigative work of the present Salt Lake City Division to the Denver Division. The Conference was advised that from June to November, 1932, inclusive, 275 cases were received at the Salt Lake City office; that 231 cases were received by that office from other field offices making a total of 506 cases received during the period. At the present time there are 240 cases pending in the Salt Lake City Division, 132 cases are in Utah and 108 cases are in Nevada. There is attached hereto a resume of the survey made concerning the work of the Salt Lake City Division.

It was pointed out to the Conference that should the Salt Lake City office be closed, distances to some of the more important cities in that Division would be prohibitive if assignments were made from Denver.

The members of the Conference with the exception of Mr. Tamm were of the opinion that the present volume of work being handled by the Salt Lake City office justified its continuance. Mr. Tamm recommended that the Salt Lake City office be closed and the work in the State of Nevada be handled from the San Francisco office and the work in the State of Utah be handled from Denver.

Those present were Messrs. Tolson, Nathan, Clegg, Tamm and Glavin.

Respectfully,
For the Conference,

s/ Clyde Tolson, Chairman.

s/ W.R. Glavin, Secretary.

Majority view approved.
1/29/33 J.D.H.

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FEDERAL BUREAU OF INVESTIGATION

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January 3, 1938.

MEMORANDUM FOR THE DIRECTOR.

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The Executive Conference considered the desirability of discontinuing the Little Rock, Arkansas Office and also considered the desirability of transferring the eastern district of the present Little Rock Division to the Memphis Office and the western district being transferred to the jurisdiction of the Oklahoma City Office.

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The Conference was advised that during the six months' period from June to November, 1937, 246 cases were received by the Little Rock Division in its own territory and 312 cases were received by that division from other offices, making a total of 558 cases being received during the period in question. The Conference was further advised that at the present time there are 303 pending cases at the Little Rock Office. There is attached hereto a brief summation of the work, population, et cetera of the present Little Rock Division.

The Conference considered the separating of the present Little Rock Division, the eastern district of Arkansas to be placed under the Memphis Division and the western district to be placed under the Oklahoma City Division. It was ascertained that the following large cities are in the eastern district: Little Rock, Pine Bluff, Hot Springs National Park, North Little Rock, Jonesboro, Helena, and Batesville and that the large cities in the western district are as follows: Fort Smith, El Dorado, Texarkana, and Harrison. It was further pointed out that of the 303 pending cases, 102 are in the eastern district and 102 are in the western district, 9 have leads in both districts. It was found that in considering transportation that the larger cities in the eastern district to Memphis range from 73 to 189 miles and the larger cities in the western district range from 222 to 390 miles from Oklahoma City.

The Conference was of the unanimous opinion that there should be no division of the present Little Rock Office at this time. It was the further unanimous opinion that from a review of the work presently being handled in that division that the division should be retained with the office at Little Rock. Those present were Messrs. Nathan, Tolson, Tamm, Clegg and Glavin.

RECORDED

Respectfully submitted,
FOR THE CONFERENCE,

s/ Clyde Tolson, Chairman.

s/ H.R. Glavin, Secretary.

Approved
1-29-38 J.E.H.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/5/90 BY SP5CJL/MS

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66-2554-1066X1
FEB 3 1938
TOLSON
MAR 11 1938

January 4, 1938

The Executive Conference considered the desirability of closing the field office at Omaha, Nebraska, and transferring that territory to the jurisdiction of the Des Moines field division. There is attached hereto a memorandum to Mr. Tolson, a survey of the condition of the work in the Omaha and Des Moines offices. For your information from June through November, 1937, a total of 139 cases were received by the Omaha field office within its own district and an additional 202 cases were received from other offices, making a total of 341 cases received during the six months' period. During the same period of time the Des Moines office had received only 123 cases within its own district and 279 cases from other offices, or a total of 402 cases. At the present time 155 cases are pending in the Omaha Division.

The Conference was of the unanimous opinion that the Omaha office remain open at this time, it being believed that sufficient work is being referred to that office to justify its existence. Mr. Tamm favored closing the Des Moines office and transferring the work of the Des Moines District back to the Omaha District. The other members of the Conference were of the opinion that the Des Moines office, which has been open only since June of 1937, remain open in view of the fact that it is evident sufficient work can be secured in the State of Iowa to justify the existence of this office.

Those present were Messrs. Tolson, Nathan, Clegg, Tamm and Glavin.

Respectfully,
For the Conference,

Majority view approved.
1-29-38 J.E.H.

s/ Clyde Tolson, Chairman
s/ W. R. Glavin, Secretary

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/5/90 BY SPSC/ams

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HHC:MTS

January 8, 1938

MEMORANDUM FOR THE DIRECTOR

The Inspectors' Conference with Messrs. Connelley, Lester, Tamm, Tracy, Glavin, Egan, Crowl, Foxworth, Walsh, Nitschke, and Clegg makes the following recommendations:

1. It was recommended by the Inspectors' Conference that there should be specific instructions which would make certain that there is a definite centralization of the repair and check of firearms equipment at the Seat of Government of the Bureau. Sometimes some of the firearms experts or instructors make the repairs, at other times this matter is handled in the Chief Clerk's Office where the guns are forwarded to the factory for handling, and it was believed that there should be a centralization. Mr. Clegg expressed the opinion that the repair of such equipment as well as the handling of such equipment should be performed under the exclusive supervision of the Chief Clerk's Office.

2.* It was recommended by the Inspectors' Conference that the field be advised in a letter that when firearms clips are found to be split they should be destroyed and should not be used.

3.* It was the recommendation of the Inspectors' Conference that shotguns in the gun vaults of various offices should always be assembled for emergency use, that is prepared for firing buckshot instead of bird shot.

4. It was recommended that through the Chief Clerk's Office once each 18 months new canisters for gas masks should be forwarded to field offices to replace the old canisters. This length of time will insure the proper functioning of these canisters and provides an ample margin of safety. This matter being handled automatically by the Chief Clerk's Office will prevent the delay occasioned by some field offices failing to obtain new canisters.

5. It was recommended that from the following list there be assigned certain firearms experts to take charge of firearms instruction during the first inspection for 1938 of Bureau field offices. The firearms expert will be subject to the call of the

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
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January 8, 1938

inspector to whom he is assigned for each office, proceed to such office at the time he is requested to report there, and will conduct a regular firearms training course, and the inspector is to personally witness this instruction and to pass judgment after conferring with the firearms expert on the sufficiency of the qualifications or ability of each of the employees relative to handling firearms. The list of firearms experts from which the assignments will be made in the event you approve are as follows:

Mr. Nitschke
Mr. Gurnea
Mr. Walsh
Mr. Wyly
Mr. W.S. Deveraux
Mr. Dorris
Mr. Franklin
Mr. Vincent (Overnight from his
headquarters only)
Mr. Glavin (Overnight from Washington
only)
Mr. Baughman (Overnight from Washington
only)

6.* It was recommended that prior to firing each weapon in the prescribed firearms courses each employee be required to practice dry firing with this weapon before firing the qualifying score and that he also be required to fire a minimum of five practice shots under supervision with the same weapon before shooting record.

* Some of the firearms experts, including Mr. Nitschke and Mr. Walsh, do not clean the gun barrels of the pistols in their possession on the basis that the ammunition used contains sufficient lubrication and in fact keeps the gun barrels in proper condition. However, all those present recommended that all gun barrels of all weapons be cleaned after each use, as this was the best practice, and that the experts should be required to do similarly, as their example has caused some variation of this rule in the field.

7. It was recommended that inspectors during the course of an inspection not only examine the badge and credentials of each Special Agent, but that he also be required to inspect the firearms issued to such employee, or the personally owned firearms which have been approved by the Bureau for his official use.

* These matters to be covered in a general letter to field offices.

I concur. - Tolson.

1-8-38

O.K. * H.

Respectfully,

s/ H.H. Clegg.

EAT:RP

January 18, 1938.

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered further the suggestion that a check be made in the Identification Division of all incoming prints for the purpose of segregating as possible suspects in the case involving the murder of George M. Lorus and the members of his party all individuals who had tattoo marks upon their forearms. A test check was made in the Identification Division for one day and it was ascertained that approximately 150 suspects would be developed each day if such a segregation were made.

The Conference was of the unanimous opinion that because of the large volume of suspects arising from this method of choosing suspects, the plan, as initially outlined, was impractical for adoption, and it is not recommended that any affirmative action be taken upon this suggestion.

Those in attendance at this session of the Conference were Messrs. Tolson, Nathan, Clegg, Glavin and Tamm.

Respectfully,
For the Conference.

Clyde Tolson,
Chairman.

W. R. Glavin,
Secretary.

RECORDED

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BHC:BG

January 15, 1938.

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, those present being Messrs. Tolson, Glavin, Nathan, Tamm and Clegg, recommended that favorable consideration be given to the request of the Navy Department for two representatives of the Naval Intelligence Division to attend new Agents' training schools during the current fiscal year.

In view of the possibility of favorable consideration being given to the Bureau's request for physical examinations of its employees by the Navy Board of Medical Examiners, it was believed that this request should be complied with.

Respectfully,

FOR THE CONFERENCE,

Clyde Tolson,
Chairman.

W. R. Glavin,
Secretary.

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EAT:RP

January 18, 1938.

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered the contents of the memorandum addressed to you by Mr. Tamm under date of December 20, 1937, which advised that a test check would be conducted in the Bureau for a period of 90 days upon the suggestion of Special Agent in Charge Guinane of the St. Paul Office that in all cases where two or more persons are picked up in any district in possession of a stolen automobile, their physical description should be checked through the General Appearance File and their characteristics through the Bank Robbery Modus Operandi File to ascertain whether these persons might be involved in a bank robbery in any district, and was of the unanimous opinion that this procedure was the most practical means of determining whether the suggestion possessed any merit.

Those in attendance at this session of the Executive Conference were Messrs. Nathan, Tolson, Clegg and Tamm.

Respectfully,
For the Conference.

Clyde Tolson,
Chairman.

RECORDED

H. R. Glavin,
Secretary.

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CHANGED TO

1-3094-X104X13

HN:CSH

January 26, 1938

MEMORANDUM FOR THE DIRECTOR

At an ^DExecutives Conference held this morning, Messrs. Tolson, Clegg, Tamm, Glavin and Nathan being present, consideration was given to the suggestion of Special Agent J. E. Daley to the effect that a file containing the handwriting specimens of racketeers engaged in the bankruptcy racket be maintained in the Bureau's Laboratory.

The Executives Conference was informed that, in view of the small number of these cases, field offices could request comparisons with other bankruptcy cases, and that such a handwriting file in the Laboratory would be so small it would serve no definite purpose. It was, therefore, decided that this suggestion should not be adopted. A letter to Agent Daley is attached.

Respectfully,
For the Conference,

Clyde Tolson, Chairman.

W. R. Glavin, Secretary.

RECORDED

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WASHINGTON, D.C.	
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CHANGED TO

1-3094-1106

EAT:CDW

January 17, 1938.

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MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered the suggestion submitted by SAC Vetterli in his letter dated December 30, 1937, that the Special Agent in Charge of the New York Office be permitted to utilize Special Agents of the Bureau to serve warrants in the New York district without specific authorization from the Bureau.

The Conference was unanimously of the opinion that this suggestion should not be adopted, feeling that the Bureau should exercise the discretionary power in each situation as to whether Agents of the Bureau should attempt to serve warrants. The Conference was of the opinion that the Bureau may have knowledge or information concerning a particular situation which is not in the possession of the Special Agent in Charge of the New York Office and which would vary the decision to be made in a particular case.

If you approve this procedure, there is attached hereto a letter to Mr. Vetterli advising him that the Bureau desires to continue the present policy; namely, requiring each SAC, including the SAC of the New York Office, to obtain specific authority from the Bureau before assigning Special Agents to serve warrants.

Those in attendance were Messrs. Tolson, Nathan, Clegg and Tamm.

Respectfully,
For the Conference,

CLYDE TOLSON,
Chairman.

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W. R. GLAVIN,
Secretary.

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HEREIN IS UNCLASSIFIED 333,013
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HN:CSH

January 26, 1938

MEMORANDUM FOR THE DIRECTOR

At an Executives Conference held this morning, Messrs. Tolson, Clegg, Tamm, Glavin and Nathan being present, consideration was given further to the requests for investigative inquiries in the United States regarding individuals of presumably Italian nationality, received from the French police authorities. Under date of January 13, 1938 the Counselor of the State Department forwarded to the Attorney General a despatch received from the Embassy at Paris, reporting the results of its investigation into this matter. Mr. Mondanel, Controleur General of the Surete Nationale, assured the Embassy representative that the information desired by him (Mondanel) in connection with the individuals of apparently Italian race was relative to terrorist plots.

The Conference was unanimously of the opinion that the desired information should be secured by communications to the field and should be sent to the French authorities in connection with the international exchange project. There is attached a memorandum to the Attorney General advising him thereof and pointing out that it is assumed by the Bureau that the Department of State has no objection to this procedure, in view of its letter of January 13th.

Respectfully,
For the Conference,

RECORDED & INDEXED

Clyde Tolson, Chairman.

W. E. Glavin, Secretary.

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HEREIN IS UNCLASSIFIED 323,613
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January 27, 1938.

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MEMORANDUM FOR THE DIRECTOR

The Executive Conference, with Messrs. Tolson, Glavin, Nathan, Tamm, and Clegg present, considered a discussion of a practical problem of the Dallas office in its recent quarterly conference of Special Agents concerning the proper action to be taken in the event an Agent called at a residence for an interview with reference to the whereabouts of a fugitive and discovered that the person being interviewed was the fugitive.

In view of the varied comments made during the conference, it was believed that the attached reply should be made to the Dallas office, in which some investigative policies should be set forth. It should be further indicated that it is the policy of the Bureau to permit the arrest of fugitives under such circumstances whenever such action appears advisable and proper.

Respectfully,
FOR THE CONFERENCE,

Glyde Tolson,
Chairman,

W. R. Glavin,
Secretary.

CC: Mr. Glavin.

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HEREIN IS UNCLASSIFIED
DATE 7/5/90 BY SP3C/LMS

1-27-11-20

Special Agents Dallas Field
G. H. C.

JOHN EDGAR HOOVER
DIRECTOR

Copy

FEDERAL BUREAU OF INVESTIGATION

UNITED STATES DEPARTMENT OF JUSTICE

WASHINGTON, D. C.

EAT:DM

January 28, 1938.

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered the attached bulletin entitled Form Probation Letters, and was unanimously in favor of the submission of this bulletin to the field. Those in attendance at this conference were Messrs. Nathan, Tolson, Glavin and Tamm.

Respectfully,
For the Conference,

Clyde Tolson, Chairman

W. R. Glavin, Secretary.

Enclosure.

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ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 333,013
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EAT:DM

January 28, 1938.

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered the attached bulletin outlining suggestions to be used in planning raids in White Slave Traffic Act cases, and was unanimously in favor of the submission of this bulletin to the field. Those in attendance at the conference were Messrs. Nathan, Tolson, Glavin and Tamm.

Respectfully,
For the Conference,

Clyde Tolson, Chairman

W. R. Glavin, Secretary.

Mr. Nathan
Mr. Tolson
Mr. Baughman
Mr. Clegg
Mr. Coffey
Mr. Crowl
Mr. Egan
Mr. Foxworth
Mr. Glavin
Mr. Harbo
Mr. Hottel
Mr. Lester
Mr. McIntire
Mr. Naughton
Mr. Nichols
Mr. Pennington
Mr. Rosen
Mr. Schlichter
Mr. Tamm
Mr. Tracy
Miss Gandy

Enclosure.

RECORDED

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ORIGINAL FILED IN 66-2554-1075

HN:CSH

January 28, 1938

MEMORANDUM FOR THE DIRECTOR

At an Executives Conference held this morning, Messrs. Tolson, Tamm, Glavin and Nathan being present, consideration was given to the suggestion contained in the letter of January 16th from Special Agent Louis D. Wine, in which he stated that he had noted that coroners, particularly in rural communities, are not familiar with methods employed by the Bureau in taking fingerprints, and recommends that they be furnished by the Bureau, free of cost, aluminum holders for individual fingerprint cards, which he feels would be of great assistance to them. He states he is aware that the coroners have already been circularized by the Bureau relative to the taking of fingerprints of deceased persons, but he thought that through personal contact being made by Bureau Agents, they might be encouraged to function further along the lines of fingerprinting deceased persons. It was ascertained that these fingerprint holders cost \$1.55 per set.

The Conference was unanimously of the opinion that it would be inappropriate to pay for and furnish these holders to coroners, being guided particularly by the feeling that, in connection with unknown deceased persons, coroners possibly and undertakers in particular are financially interested in adopting every means to ascertain the identity of the unknown deceased and, therefore, an extraordinary measure such as this would appear to be unnecessary, since it is to the financial interest of the undertaker to pursue this problem so far as may practically be done. A letter to Wine is attached.

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HEREIN IS UNCLASSIFIED 323,03
DATE 11/5/90 BY SP5/MS/MS

RECORDED

Respectfully,
For the Conference,

Clyde Tolson, Chairman

W. R. Glavin, Secretary

ORIGINAL FILED IN 22-57-130

66-2554-1076

FEB 1 1938
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J. E. CONNELLEY
J. H. MURPHY
J. P. MURPHY
J. R. MURPHY
J. S. MURPHY
J. T. MURPHY
J. W. MURPHY
J. X. MURPHY
J. Y. MURPHY
J. Z. MURPHY

HHC:WHH

January 27, 1938.

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, with Messrs. Tolson, Glavin, Nathan, Tamm, and Clegg present, considered the communication from Special Agent in Charge Spears with reference to a systematic road blockade plan to be agreed to and inaugurated by law enforcement agencies in the Northwest, and it was observed that Mr. Spears was collaborating and cooperating with the other agencies in attempting to effect such a system.

It was believed by the Conference that the Special Agent in Charge should not try to interpose himself unnecessarily in such matters, but it was felt that he might, upon request, cooperate and serve in an advisory capacity in connection with such a system.

If this is agreeable Mr. Spears will be informed, accordingly.

Respectfully,
FOR THE CONFERENCE,

Glyde Tolson,
Chairman,

W. R. Glavin,
Secretary.

cc: Mr. Glavin

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&
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HEREIN IS UNCLASSIFIED 323,013
DATE 7/5/98 BY SP5C/LOMS

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EAT:CDW

January 31, 1938

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered the question being raised by a number of the field offices as to whether an attempt should be made to furnish each office with a large number of stencils in order that in emergency situations, wanted notices, fliers, reward notices, etc., might be dispatched to filling station operators, apartment house manager, barber shops and a great variety of possible sources of information.

The Conference is of the opinion that due to the infrequency with which such circularizations are necessary, no attempt should be made to stock each field office with a large quantity of special mailing lists, primarily since these lists are of little value if not kept in an up-to-date condition, and since the administrative work necessary to keep such lists up to date would detract a great deal from their practical value. The Conference was unanimously of the opinion that field offices should be authorized when the occasion demands to secure the services of a reputable mailing service or agency for the purpose of addressing envelopes necessary to undertake a circularization of a specialized mailing list.

Those in attendance were Messrs. Nathan, Tolson, Glavin and Tamm.

Respectfully,
For the Conference,

CLYDE TOLSON,
Chairman.

W.R. GLAVIN,
Secretary

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HHC:RLC

February 1, 1938.

MEMORANDUM FOR THE DIRECTOR

Law Enforcement Conference

The Executive Conference, Messrs. Tolson, Glavin, Nathan, Tamm and Clegg being present, considered the matter of having a conference on law enforcement and it was recommended that such a conference be held in Washington for four days beginning Monday, June 20, 1938, and continuing through June 23, 1938.

It was believed that there should be a special topic for conference discussion and consideration on each day of the conference and that the four topics should be broad and permit of any expressions of opinion and classification of suggestions which might be desirable as an outgrowth of these discussions.

The subjects for the four days as recommended on this occasion are as follows:

1. Rewards and Gratuities.
2. Police Ethics.
3. Police Training.
4. Scientific Crime Detection.

Among the items on this program, it is believed there should be a luncheon on the opening day; a tour on the first afternoon; there should also be a trip to Quantico for Firearms training observation; a dinner to be given on the third or last night of the conference; in the event the American League Baseball Team plays in Washington, that a ball game be included on the program and one afternoon might be devoted to miscellaneous sightseeing.

For those to attend it was felt that there should be fifteen members of the conference outside the Bureau and it was felt that the Director might desire to make selections of the fifteen from the following suggested list, it being believed that fifteen should be the limit for each conference and additional members could be selected for subsequent conferences:

* INDICATES GRADUATE OF THE FBI NATIONAL POLICE ACADEMY

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 333.03
DATE 7/5/90 BY SP5C/abms

RECORDED & INDEXED
NEW ENGLAND

66-2554-1019

Edward J. Kelly, Superintendent, Rhode Island State Police, Providence,
Rhode Island.

*Daniel A. Murphy, Massachusetts State Police, Boston, Massachusetts.
(President of the FBI National Police Academy Associates)

ORIGINAL FILED IN 94-4-1539-1

February 1, 1938.

NEW ENGLAND (Cont'd)

John L. Sullivan, Chief of Police, Pittsfield, Massachusetts.

MIDWEST

James P. Allman, Commissioner of Police, Chicago, Illinois.

Colonel Lynn Black, Ohio Highway Patrol.

Joseph Kluchesky, Chief of Police, Milwaukee, Wisconsin.

*Ellsworth E. Evans, South Dakota Attorney General's Office,
Pierre, South Dakota.

*Louis J. Claude, Rochester, Minnesota, Police Department.

MIDDLE ATLANTIC

Charles C. Tallman, Superintendent, Department of Public Safety,
Charleston, W. Va.

*Joseph T. Owens, Chief of Police, Rome, New York.

Edward P. Mulrooney, Commissioner, Department of Correction,
Albany, New York.

Bruce Smith, Institute of Public Administration, New York City.

Franklin T. McQuaide, Superintendent, Department of Public
Safety, Pittsburgh, Pennsylvania.

MOUNTAIN

Sheriff Jack Allen, Casper, Wyoming.

General William G. Guthner, Manager of Safety, Denver, Colorado.

SOUTH

Brigadier General L. F. Guerre, Superintendent, Department of
State Police, Baton Rouge, La.

Commissioner Clifford Davis, Memphis, Tennessee.

Professor Albert Coates, Director, The Institute of Government,
Chapel Hill, North Carolina.

*Chief Walter F. Anderson, Winston-Salem, North Carolina.

February 1, 1938.

SOUTHEAST

Bob Jones, Chief of Police, Dallas, Texas.

Owen W. Kilday, Chief of Police, San Antonio, Texas.

Sheriff J. B. Arnold, ~~Irvingville~~, Texas.
(President, Texas Sheriffs' Association)

Pat O'Grady, Chief of Police, Albuquerque, New Mexico.

Sheriff Chris Fox, El Paso, Texas.

FAR WEST

James E. Davis, Chief of Police, Los Angeles, California.

Earl Warren, District Attorney, Alameda County, Oakland,
California.

FOREIGN

Sir James W. MacBrien, Major-General, Royal Canadian Mounted Police.

General D. C. Draper, Royal Canadian Mounted Police.

Respectfully,
For the Conference,

Clyde Tolson,
Chairman.

W. R. Glavin,
Secretary.

EAT:RP

January 31, 1938.

45092

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, with Messrs. Nathan, Tolson, Clegg, Glavin and Tamm in attendance, examined one of the so-called radio trucks recently purchased by the Bureau, and subsequently considered the disposition to be made of these trucks. The Conference was unanimously of the opinion that immediate steps should be taken to transfer both of these trucks by their own motor power to New York City for experimental use to determine their practicability and efficiency in connection with the conducting of official investigations. The Conference felt that due to the fact that these trucks are equipped for two-way communication, the maximum value might be expected from their use in New York City as a single unit rather than sending the trucks to two different cities. The Conference further felt that the variety and volume of pending work in the New York Office is sufficient to create situations which would permit the almost daily use of these trucks. The Conference believes that the New York Office should be instructed to give immediate consideration to the question of whether appropriate "peep holes" should be placed in the sides of these trucks and also to give immediate consideration to the necessity of preparing a variety of types of signs of a detachable nature to be placed upon the trucks to change the appearance of the trucks. Consideration was also given to the necessity, if you approve dispatching these trucks to New York City, of having the New York Office effect appropriate arrangements so they may be immediately registered in New York State in order to secure license plates for the trucks.

The Conference is of the opinion that immediate steps should likewise be taken to train personnel to operate the radio equipment in these automobiles. The Conference points out that Agents Ransom and Davis of the New York Office have had some training in sound equipment and that these men are the most accessible for immediate training. The Conference recommends, consequently, that Mr. Conrad of the Laboratory staff proceed to New York at the time the trucks are dispatched to New York, if you approve, in order to immediately undertake the training of Agents Davis and Ransom in the operation of the radio equipment in these trucks. The Conference feels that reports should be submitted each fifteen days by the New York Office upon the investigative uses and the results thereof made in connection with the use of these trucks.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7/5/90 BY 2585/10ms

RECORDED

Respectfully,
For the Conference,

Glyde Tolson, Chairman

W. R. Glavin, Secretary.

ORIGINAL FILED IN 66-1980-12-102

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FEB 1 1938
LABORATORY
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EAT:CDW

February 1, 1938.

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered the suggestion submitted by Special Agent Tonis that a record be made of the reported statements of the kidnaper in the Mattson Case in order that this information would be available in the Bureau. The Agents who heard the kidnaper's voice in the Mattson Case state that his voice more closely resembles that of Special Agent Louis Loebl than that of any other employee in the Bureau, and accordingly, it is Mr. Tonis' suggestion that Agent Loebl make a phonograph record of the statements made by the Mattson kidnaper at the time this kidnaping was perpetrated.

The Conference can see no practical value in having such a record made, since there are potentially four witnesses who can identify the kidnaper if and when he is apprehended, plus the further fact that the record would not be the voice of the kidnaper, but would be the voice of Agent Loebl, which voice is described not as being similar to the kidnaper's voice, but as being more similar than the voice of any other person in the Bureau. For these reasons, the Conference can see no practical purpose to be served in making such a record.

Those in attendance were Messrs. Tamm, Glavin, Tolson and Nathan.

Respectfully,
For the Conference,

CLYDE TOLSON,
Chairman.
RECORDED

INDEXED
W. R. GLAVIN,
Secretary.

66-2554-1079X

FEB 11 1938

U.S. DEPT. OF JUSTICE

ONE

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ENCLOSURE
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ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7/5/90 BY SP5CJ/MS

66-2554-1079X
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HHC:BLG

February 1, 1938.

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, Messrs. Tolson, Glavin, Nathan, Tamm and Clegg being present, considered a program for the Administrative School scheduled to report to Washington in time to proceed to Quantico with the present retraining school on Sunday morning next.

The following program of training was unanimously recommended:

Address - The Director

Personnel Administration - 1 hour - Mr. Nathan

Firearms Training - Quantico - Four Days

Outdoor and Indoor Crime Scene
Searches at Quintico and in
Department of Justice Building - One Day

Vouchers, Contracts, Expense
Accounts and Chief Clerks' Work. - Seven Hours

Tour of Research Division and
Explanation of Facilities - One Hour

Work at Desks of Bureau Supervisors	One Day
1	1
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Care and Use of Field Office Equipment	Three Hours
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Field Office Administration Three Hours

Panel Forum - Ident. Division - Two Hours

Panel Forum - Laboratory - Four Hours

Panel Forum - Investigation
Divisions 1 and 2 - Twelve Hours

RECORDED

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/5/90 BY SP5CJL/m/s

66-2554-1080
JAN 11 1938 A.D.
FEDERAL BUREAU OF INVESTIGATION
U.S. DEPARTMENT OF JUSTICE

Memo. for the Director.

- 2 -

February 1, 1938.

Panel Forum - Training and
Inspection Division

- Three Hours

Panel Forum - Division Four

- One Hour

Since the class will be at Quantico from Sunday morning, February 6, 1938, through Thursday night, February 10, 1938, if agreeable to the Director, his talk before this group will be scheduled for 10:30 P. M., Friday, February 11, 1938. Mr. Tolson has advised that his appearance before this group will be in connection with the panel forum for Division 4.

If approved, the program will be drawn up in accordance with the above.

Respectfully,
For the Conference,

Clyde Tolson,
Chairman.

W. R. Glavin,
Secretary.

EAT:DM

February 1, 1938.

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered the suggestion submitted by Special Agent F. G. Tillman that the Bureau prepare an additional sketch of the kidnaper in the Mattson case eliminating the cap and heavy beard appearing on the original sketch. This suggestion was offered by Agent Tillman in the belief that the kidnaper may have eliminated these in an effort to defeat identification. The Conference was of the unanimous opinion that the preparation of any additional sketch with any variation from the original sketch at this time would be undesirable and probably not productive of any profitable results, and accordingly, does not recommend any affirmative action upon this suggestion.

Those in attendance at the conference were Messrs. Tolson, Nathan, Clegg, Glavin and Tamm.

RECORDED

Respectfully,
For the Conference,

66-2554-1080X

Clyde Tolson, Chairman

W. R. Glavin, Secretary

HHC:VG

February 2, 1938.

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, with Messrs. Tolson, Glavin, Nathan, Tamm and Clegg present, reconsidered the request forwarded by Special Agent in Charge Reinecke for information as to whether he would be able to comply with the request of Professor James J. Robinson, Director of the Indiana Institute of Criminal Law and Criminology at Indiana University, for Mr. Reinecke to lecture on selected subjects, after office hours, before the classes interested in criminal law and criminology and whether the records of the University might reflect that Mr. Reinecke is a lecturer of the University.

The Executive Conference desires to recommend that Mr. Reinecke be allowed to give these courses of instruction and further, it was recommended that he be authorized to have his name listed in the records of the University as a lecturer, provided it is indicated that he is a representative of the Federal Bureau of Investigation.

If the above is approved, there is attached a letter directed to Mr. Reinecke, accordingly.

Respectfully,

FOR THE CONFERENCE,

Glyde Tolson,
Chairman.

W. R. Glavin,
Secretary.

cc: Mr. Glavin

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ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 333,013
DATE 7/5/90 BY SP5C110m1

66-2554-1081	
FEDERAL BUREAU OF INVESTIGATION	
FEB 8 1938 A.M.	
U. S. DEPARTMENT OF JUSTICE	
SEARCHED	INDEXED
SERIALIZED	FILED

ORIGINAL FILED IN 1-16-37-34

HHC:WRG:MTS

February 2, 1938.

MEMORANDUM FOR THE DIRECTOR

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The Executive Conference, with Messrs. Tolson, Glavin, Nathan, Tamm, and Clegg present, considered the suggestion of Special Agent H. E. Scott that there be held a monthly conference in each of the six divisions or sections of the Bureau and that there be held a quarterly conference of Bureau officials and supervisors, instead of the monthly conference as at present.

The Executive Conference recommended unanimously against a quarterly conference for supervisors, believing that the monthly conference is preferable. Concerning the conferences in the six divisions mentioned, it was pointed out that there are weekly conferences held in the Identification Division and the Technical Laboratory. The supervisors in the Chief Clerk's Office hold informal conferences as needed, Mr. Glavin advising that they get together to discuss procedure and matters of interest on numerous occasions every month. Conferences are held more frequently than weekly in the Training Division and are held whenever possible in the Investigative Division. An unfavorable recommendation was made, therefore, that such conferences be held on a monthly basis.

If this is approved, a letter to Mr. Scott has been prepared expressing appreciation for his suggestion and informing him of the action taken.

Respectfully,
FOR THE CONFERENCE,

Clyde Tolson,
Chairman,

W. R. Glavin,
Secretary.

RECORDED
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INDEXED

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,413
DATE 7/5/90 BY SP5C110MJS

ORIGINAL FILED IN 1-31-8

66-2554-1082

TOLESON
CLAVIN
CUNNINGHAM
GLAVIN
HARRIS
NATHAN
TAMM
TOLSON
WATSON
WELLS
WHELAN
WICK
WYATT

FILE

HHC:WHH

January 27, 1938.

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, with Messrs. Tolson, Glavin, Nathan, Tamm, and Olegg present, considered the letter from Special Agent in Charge Brantley informing that since one copy of each serial must be retained in the field office files at all times the Bureau should furnish not less than two copies of every communication to field offices when investigative activity is involved. This is to include criminal records and other related matters which go into investigative case files.

This was unanimously recommended favorably by the Executive Conference.

If this is approved there is attached a communication to the head of each division for this purpose.

Respectfully,
FOR THE CONFERENCE,

Clyde Tolson,
Chairman,

W. R. Glavin,
Secretary.

CC: Mr. Glavin.

RECORDED
&
INDEXED

66-2554-1083

ORIGINAL FILED IN 66-5439-15X

EAT:CDW

February 1, 1938.

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered the suggestion submitted by Supervisor A. Rosen that in recording in the statistical section data obtained from investigative reports, that unit also make a record of the number of cases referred to the various field offices by local law enforcement agencies. Mr. Rosen in a memo addressed to Mr. Tamm under date of October 26, 1937, advises that as a result of a conference with Mr. Harbo, he had determined that the carrying out of this suggestion would not place any additional burden on Mr. Harbo's staff. It was suggested that through the use of a code, the identity of the local law enforcement agency referring the case to the field office could be readily recorded, and thus at any given time, it would be possible to determine the number of cases referred to a particular office by any local law enforcement agency within that district; i.e., the number of cases referred to the Kansas City Office by the Kansas State Highway Patrol.

The Conference was of the opinion that these data would be of value in determining the cooperation afforded each field office by local law enforcement agencies, and it further being over a period of time an accurate gauge of the contacts being maintained by individual Special Agents in Charge. The Conference unanimously recommends the adoption of this suggestion.

Those in attendance were Messrs. Tamm, Glavin, Nathan and Tolson.

Respectfully,
For the Conference,

RECORDED
&
INDEXED

CLYDE TOLSON,
Chairman.

FEB 12 1938

W. R. GLAVIN,
Secretary.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/5/90 BY SP5C110ms

EAT:CDW

February 1, 1938.

MEMORANDUM FOR THE DIRECTOR

Mr. Tamm again discussed at the Executive Conference the notation made by you on January 2, 1938 upon an informal memorandum submitting a copy of the criminal record of ~~Wes~~ Glenn, alias Jack Morgan, in which you indicated your dissatisfaction with the manner in which ~~criminal~~ records are forwarded to your office.

It was agreed that in all cases in which criminal records are routed to your office by the Identification Division, the criminal records will be especially prepared with all abbreviations eliminated, and the description of offenses and other data pertaining to the record completely written out, or otherwise properly explained.

It is to be noted that on some occasions, this procedure will result in some delay in the criminal records reaching your office.

Respectfully,
For the Conference,

CLYDE TOLSON,
Chairman.

W. R. GLAVIN,
Secretary.

RECORDED

INDEXED

66-2554-1084
FEB 8 1938

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 7/5/90 BY SP5C/oms

NAME
TOLSON
IDENT DIVISION
TAMM
FOUR
MAY 1938

ORIGINAL FILED IN 65-1201-54

HMC:RLC

February 1, 1938.

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, Messrs. Tolson, Glavin, Nathan, Tamm and Clegg being present, considered the attached samples of invitations to attend the Graduating Exercises of the FBI National Police Academy.

All of those present were of the opinion that the invitation should read "Mr. J. Edgar Hoover, Director of the Federal Bureau of Investigation, and the graduating class * * * * *".

Messrs. Tolson, Glavin, Nathan and Clegg favored otherwise the form indicated by sample Number 2, attached, wherein "cordially invites you to the Graduation Exercises" is used. Mr. Tamm preferred sample Number 1 which requested "the honor of your presence at the Graduating Exercises". Mr. Tamm was of the opinion that this would be better in sending invitations to Congressmen and Senators and the majority felt that the cordial invitation should be uniformly used in all instances.

Respectfully,
For the Conference,

Glyde Tolson,
Chairman.

W. R. Glavin,
Secretary.

Enclosure.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/5/96 BY SP5CUDMS

RECORDED

66-2554-1084X

FEDERAL BUREAU OF INVESTIGATION
MAR 19 1938 A.M.
U. S. DEPARTMENT OF JUSTICE
TOLSON
CLEGG
FILE

ORIGINAL FILED IN 66-1912X

EAT:DM

January 28, 1938.

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered the attached bulletin outlining the method of transmitting acid and other corrosive materials to the Laboratory, and was unanimously in favor of the submission of this bulletin to the Field. Those in attendance at the conference were Messrs. Nathan, Tolson, Glavin and Tamm.

Respectfully,
For the Conference,

Glyde Tolson, Chairman

W. R. Glavin, Secretary

Enclosure.

RECORDED
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INDEXED

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 7/5/90 BY SP5C/LDMs

66-2554-1085

FEB 3 1938

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ORIGINAL FILED IN 80-11-2775

URG:MTS

January 27, 1938.

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered a suggestion submitted by Mr. Harbo under date of January 19, 1938, for the submission of a bulletin to the field concerning interviews with law enforcement officials in connection with crime reporting.

Briefly, Mr. Harbo suggests that the bulletin include certain data which should be covered by Agents calling on law enforcement agencies in connection with delinquencies in crime reporting.

The Conference unanimously approved the submission of the bulletin to the field. Those attending the Conference were Messrs. Nathan, Tolson, Tamm, and Glavin.

Respectfully,
For the Conference,

Clyde Tolson, Chairman

W. R. Glavin, Secretary.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/5/90 BY SP5C10M/S

RECORDED

66-2554-1086

FEB 9 1938

TOLSON FOUR FOUR
STAT. SECT.

ORIGINAL FILED IN 66-1-14255X

HHC:WHH

January 27, 1938.

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, with Messrs. Tolson, Glavin, Nathan, Tamm, and Clegg present, considered the suggestion of Mr. Lester that the moving picture "You Can't Get Away With It" would be a splendid picture to show to various schools, and that the Bureau should make an active effort to have it shown to schools all over the country.

Due to the cost of providing an adequate quantity of these films and the fact that this film, after all, is a commercial film, it was felt that although it would be advisable for the picture to be shown, the Bureau could not do more than refer to such film in correspondence and in addresses without sponsoring a more active campaign for this purpose. It was further pointed out that this picture is becoming comparatively obsolete, particularly as to statistics.

It was further suggested that when Bureau speakers are to appear on a program that no effort be made to encourage, and in fact an effort might well be made to discourage the showing of the picture at that particular time. With the showing of the picture it appears there would be little necessity for a Bureau speaker on the program. In the first place the statistics would be at variance, and in the second place the subject matter, in most instances, would be identical, and that makes an unduly long program.

If this is approved a letter is being addressed to Mr. Lester expressing appreciation for his suggestion and informing him of the action taken.

Respectfully,
FOR THE CONFERENCE,

RECORDED.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/5/96 BY SP5C/10ms

Clyde Tolson,
Chairman,

CC: Mr. Glavin.

66-2554-1087	
W. R. Glavin, SECRETARY 1938	
INVESTIGATION	
APPROVED	
TOLSON	
FOUR	
C. L. GLENN, DIST. DIV.	
FILE	

HHG:WHH

January 27, 1936.

MEMORANDUM FOR THE DIRECTOR.

The Executive Conference, with Messrs. Tolson, Glavin, Nathan, Tamm, and Clegg present, considered the letter received from Mr. Foxworth at Omaha, as to the opening of administrative, identification, crime statistics, and similar investigative cases.

It was pointed out by Mr. Fletcher, the Special Agent in Charge at Omaha, that frequently a letter from the Bureau would require interviews in the district with a large number of organizations. Inquiry was made as to whether each department or law enforcement agency to be contacted should be considered a separate case or whether one administrative case should be opened upon receipt of such communication.

This matter was discussed by the members of the Executive Conference and it was the unanimous opinion that since these administrative records were for the purpose of aiding in this type of work and aiding in keeping track of these types of cases, it would be logical to prepare a separate assignment card on each law enforcement agency to be contacted, for it is obvious that some letters to the field may require contacts with only three or four departments which may be located rather close together, while others may require contacts with the same number of departments located in four different, remote sections of the territory; other letters, yet, will carry an unusually large number of contacts of this type. It is believed that it would be a more accurate measurement of the quantity of such administrative work to prepare a separate assignment card on each law enforcement agency. This would require that the Bureau forward an adequate number of copies for each file when such letters were sent to the field.

This action was recommended favorably, and if approved there is attached a suggested Bulletin to the field, together with a letter to Mr. Foxworth, a copy being sent to Omaha, and a memorandum to Mr. Tolson, Mr. Nathan, Mr. Harbo, and Mr. Schilder, in order to clarify this situation.

RECOMMENDED
&
INDEXED

Respectfully,
FOR THE CONFERENCE,

Clyde Tolson,
Chairman,

RECORDED
&
INDEXED

CG: Mr. Glavin

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,913
DATE 7/5/90 BY SP5C110MS

W. R. Glavin,
Secretary

66-2554-1087X
JAN 29 1936
FBI
RECEIVED
TOLSON
GLAVIN
NATHAN
TAMM
CLEGG
HARBO
SCHILDER
HARRIS
WINTER
UNIT

ORIGINAL FILED IN 66-2554-111

1-28-38

MEMORANDUM FOR THE DIRECTOR

I discussed with the Executives' Conference this morning, Messrs. Glavin, Tamm, and Nathan being present, the matter of the policy to be followed in the future with reference to publication of information concerning identifications in the Identification Division, having in mind in this discussion the situation which arose in connection with the identification of latent fingerprints on a glass jar found at the scene of the murder of Norman E. Mitchell, Seneca, Missouri, which is referred to in the attached correspondence.

Messrs. Nathan, Tamm, and Glavin are of the opinion that we should not publicize identifications of latent fingerprint matters with specific mention of latent fingerprints. They believe that we can make releases of information concerning such cases without specific mention of latent fingerprints. In other words, in matters similar to the case in question, the release could indicate the appropriate identification had been made in the Identification Division of the Bureau with reference to a particular situation, such as that of the murder case referred to above. They feel that it would be undesirable to specifically mention latent fingerprint identifications as such inasmuch as publicity on this particular point in their opinion will cause criminals to be more careful relative to leaving their fingerprint impressions at scenes of crimes or on objects which may be connected with such crimes. As Mr. Nathan expressed it, he believes to do so would be improper from the standpoint of law-enforcement generally. He states that while it is true that local authorities may give out information which specifically refers to latent fingerprint identifications, it should not be done by them and the fact that they do it should not cause the Bureau to adopt a similar policy.

Mr. Tolson feels that there are some instances wherein it will be possible to make releases without specific mention of latent fingerprints but sees no objection to specific mention of such latent fingerprint identifications. He points out that such specific mention has been made in many cases such as that involving the latent fingerprints of Doc Barker which were found in connection with the Bremer kidnaping case. He believes that everyone is so well acquainted with the fact that fingerprints may be left upon objects that the views of the other members of the conference concerning specific mention of latent fingerprint identification are not well founded.

Respectfully,

s/ Clyde Tolson,
Chairman.

s/ W.R. Glavin,
Secretary.

"I guess we will have to decide each case on its own merits. H."

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 11/19/90 BY SP5/clm/mf

ORIGINAL FILED IN 66-2554-1088

HMC:WHH

January 27, 1938.

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, with Messrs. Tolson, Glavin, Nathan, Tamm, and Clegg present, considered the recommendation of Mr. Quinn Tamm that Mr. Pfafman and Mr. Clark of the Laboratory, and Mr. D. A. Bucher and Mr. R. D. Preston of the Photographic Section, be given instruction in the operation of the moving picture machines in the newly installed projection booth adjoining Training School #1.

The Conference recommended favorably with reference to this suggestion and, if approved, there is attached a memorandum addressed to Mr. Coffey for this purpose.

Respectfully,
FOR THE CONFERENCE,

Glyde Tolson,
Chairman,

W. R. Glavin,
Secretary.

CC: Mr. Glavin.

RECORDED

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/5/90 BY SP5C/MS

66-2554-1089

FEB 10 1938 A.M.

INVESTIGATION

TOLSON
EGG
LAB.
CHIEF, CLERK
FOUR
PERSONNEL

ORIGINAL FILED IN

1-18-1-1327

EAT:RP

January 27, 1938.

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered the attached Bureau Bulletin with reference to the securing of the most recent photographs of fugitives for use on Identification Orders, and was unanimously in favor of the submission of this bulletin to the field.

Those in attendance at this session of the Conference were Messrs. Tolson, Nathan, Clegg, Glavin and Tamm.

Respectfully,
For the Conference,

Clyde Tolson, Chairman.

W. R. Glavin, Secretary.

Mr. Nathan
Mr. Tolson
Mr. Baughman
Mr. Clegg
Mr. Coffey
Mr. Crowl
Mr. Egan
Mr. Foxworth
Mr. Glavin
Mr. Harbo
Mr. Hottel
Mr. Lester
Mr. McIntire
Mr. Naughton
Mr. Nichols
Mr. Pennington
Mr. Rosen
Mr. Schilder
Mr. Tamm
Mr. Tracy
Miss Gandy

RECORDED
INDEXED

66-2554-1090
FEB 3 1938
TOLSON
C. F. G. W.
FUG. SURV. FILE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 393613
DATE 7/5/90 BY SP5CJL/mjs

ORIGINAL FILED IN 62-122-322

EAT:RP

January 28, 1938.

MEMORANDUM FOR THE DIRECTOR

The Executive Conference has considered a number of suggestions offered by various employees for further investigative activity in the Mattson case, which suggestions will be submitted to you in a series of memoranda in which the members of the Conference will express their views on the advisability of the suggested investigations. Upon approval by you of the various memoranda, the suggestions outlined in each memorandum will be forwarded to SAC Suran at Seattle and he will be specifically instructed to conduct those investigations which you approve. He will, however, also be furnished with information concerning the suggestions which are not approved, those latter suggestions being transmitted to him as suggestions which the Bureau offers without any specific recommendation for following them out.

Special Agent M. C. Spear has suggested that a Special Agent in Charge having long experience in investigative work be placed in charge of the assignment covering the Mattson case. Mr. Spear suggests SAC H. E. Anderson for this assignment. The Conference is of the opinion unanimously that there is no one better acquainted with the case or qualified to direct this investigation from Seattle than SAC R. C. Suran. This suggestion will, of course, not be commented upon in any letter to the field.

Special Agent J. E. Lawler has suggested that an arrangement be made whereby all fingerprints obtained in the various cities surrounding Seattle and Tacoma be examined and compared with the latents in this case. Several similar suggestions have been offered and will be described in various memoranda. The Conference recommends that two Single Fingerprint men from the Bureau proceed to Seattle, Washington, to conduct appropriate comparisons of the latents of this case with all of the fingerprints contained in the files of the Tacoma and Seattle, Washington, Police Departments and, if necessary, the police departments in other cities in the Seattle and Tacoma area. The Bureau is informed that these cities exchange fingerprints rather freely and that probably the examination of the fingerprint cards in the Seattle and Tacoma Police Departments will serve to cover the entire Puget Sound area. A letter has already been sent to Mr. Suran to ascertain whether the Seattle and Tacoma Police Departments would permit such an examination and if this examination of the police department files by our experts is authorized, the Conference recommends the immediate dispatch of two Single Fingerprint men to make this comparison.

RECORDED

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/15/90 BY SP5C11/mjs

66-2554-1090X

FEB 12 1938
U. S. DEPT. OF JUSTICE
FILE

ORIGINAL FILED IN 7-1820-15187X

January 28, 1938.

Mr. Lawler suggests that Agents traveling in the State of Washington carry a quantity of the Mattson case circulars so that they, when they stop for gasoline and other purposes, can give these circulars to the people contacted. The Conference is of the opinion that this plan should be followed in order that the public interest in the case, particularly in the State of Washington, may be kept alive.

Mr. Lawler has suggested that the field offices be advised of the maturity of the three witnesses of this case, he stating that he was personally of the opinion that the Mattson children and Virginia Chatfield were "just kids" and that the recent showing of the motion picture in which they participated gave him an entirely new idea as to their maturity and ability to identify the kidnaper. The Conference is of the opinion that no material purpose would be served by advising all of the field offices concerning the alleged maturity of these young people. It is to be pointed out that the age of the witnesses has been set forth in the descriptions of them appearing in the early reports, and the Conference does not believe that any action is necessary upon this suggestion.

Special Agent Chambers suggested that all of the subjects in the Weyerhaeuser case be interviewed in the belief that they might have some information concerning this case. The Conference is of the opinion that such an interview would serve no purpose in view of the fact that all of the subjects in the Weyerhaeuser case were incarcerated in prisons at the time the Mattson case was perpetrated.

Agent W. A. Collier suggested that a more thorough check be made of Dr. Mattson's previous background, with particular attention to his past associates, women friends, etc. The Conference points out that detailed investigation has been made into Dr. Mattson's past activities and that from time to time, as additional information is received concerning Dr. Mattson, it is made the subject of appropriate inquiries. The Conference believes, however, that SAC Suran at Seattle should be instructed that the Agents assigned to the case should at all times be alert to discover any information concerning the family background of the Mattsons which might be of significance in connection with the case.

Agent Collier further suggested that in view of the fact that the word "ante" was used in the letter, the subject was possibly a poker player. The Conference agrees with this conclusion, but is unable to offer any practical suggestion as a result of this conclusion.

Special Agent J. C. Mertz has suggested that it be ascertained whether the Franklin family had a brokerage account in Tacoma and, if so, whether the information that they had such an account could have been generally known. The Conference points out that this information would be of interest, particularly if the Franklin family had a brokerage account in the same brokerage firm in which

January 28, 1938.

Dr. Mattson kept his account, and, accordingly, this suggestion will be transmitted to the Special Agent in Charge at Seattle for appropriate attention.

While recently in Washington, SAC Suran suggested that the various police departments and sheriffs' offices throughout the United States be re-circularized on a national basis, primarily for the reason that Billy Mattson, the key witness in the case, has indicated that the sketch upon the circular does not closely resemble the unknown subject. Mr. Suran also suggested that a new sketch of the unknown kidnaper be prepared for issuance to law enforcement agencies. The Conference is opposed to the preparation of any new sketch, feeling that to issue a new circular or any new photograph giving a different appearance to the kidnaper than that appearing in the first circular, would subject the Bureau to endless criticism and would result in more potential harm than good.

Special Agent R. C. Vogel suggests that all photographs received at the Seattle Office be displayed to Miss Price, the person formerly employed at the Kress Company store in Seattle. The Conference was unanimously of the opinion that this suggestion should be followed, and the Special Agent in Charge at Seattle will be so instructed.

Special Agent H. J. Brandt has made the suggestion that Dr. Mattson should be more thoroughly interviewed concerning his past life, in order to bring out any information which he has not already told Bureau Agents. This suggestion will be brought to the attention of the Special Agent in Charge at Seattle for his consideration.

Special Agent L. B. Nichols has suggested that Miss Price be employed to accompany Agents along the waterfront of Tacoma, Seattle and other places in order that she might possibly identify the kidnaper. The Conference is advised that this procedure is being followed at the present time by the Seattle office.

Agent Nichols further suggests that two or three Agents operate under cover along the waterfronts obtaining their mail through fictitious names and having no potential connection with the Bureau, in the belief that some information of value might be obtained concerning the case. The Conference recommends, in consideration of this suggestion, that one man be assigned under cover to frequent the docks, rooming houses, flop houses, etc., in the Pacific northwest area for a specified period of sixty or ninety days to ascertain whether any information of value can be developed. If you approve this suggestion, appropriate instructions will be issued to SAC Suran at Seattle.

January 28, 1938.

Mr. Nichols suggests that the detailed facts concerning the type of person the unknown subject is believed to be should be published in the FBI Law Enforcement Bulletin. The Conference believes this suggestion should be followed, and believes further, predicated upon Mr. Nichols' suggestion, that some type of article about the Mattson case should be included in each issue of the FBI Law Enforcement Bulletin in order that the case might be kept before the eyes of the law enforcement profession. If you approve this recommendation, appropriate arrangements will be made whereby some item concerning the Mattson case will be published in the bulletin each month.

Mr. Nichols also suggested that a letter be addressed to the field directing each of the Agents in the Bureau's service to furnish to sheriffs, jailers and chiefs of police the basic facts concerning this case, this action to be taken in connection with their official investigations and regardless of the fact that they are not working especially on the Mattson case. The Conference thinks this would be a good idea and if you approve an appropriate letter will be prepared in the Bureau addressed to all Special Agents in Charge.

Agent K. H. Pieper suggests placing a man under cover at the Dean Whitter Company for an indefinite period of time. It will be recalled that this is the brokerage concern with which Dr. Mattson maintained his account. The Conference can see no practical purpose in such an assignment, believing that the possibility of obtaining any data of value from this procedure would be exceedingly remote. Mr. Suran, however, will be furnished with this suggestion for his consideration with reference to future investigation.

At a monthly conference of the Special Agents of the Pittsburgh Office held for the month of November 1937, it was suggested that all of the rivers and lakes in and around Seattle and Tacoma be dragged in the belief that the car might be located which was used by the unknown kidnaper. Because of the exceedingly large number of bodies of water in the Pacific Coast area, it is believed that this suggestion is of such remote possibility that it should not be given Affirmative action at this time although it may be transmitted to the Special Agent in Charge at Seattle for his information.

Those in attendance at this session of the Executive Conference were Messrs. Nathan, Tolson, Clegg, Glavin and Tamm.

Respectfully,
For the Conference,

Clyde Tolson, Chairman.

W. R. Glavin, Secretary.

EAT:GDW

January 31, 1938.

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered a further suggestion from SAC Guinane that the Bureau maintain in each field office a photograph album of known bank burglars. This suggestion has previously been offered by Mr. Guinane and has been refused upon the ground that for the most part, bank burglaries are committed in such a manner that an album would be of no particular value since there are usually no witnesses to the burglary. Mr. Guinane, however, feels that such an album might be of value to display to bank employees and other persons in an effort to determine whether any known bank burglars had been seen in the vicinity of the robbed bank prior to the burglary.

Mr. Tamm was of the opinion that the maintenance of such an album would prove of no value to the investigation of bank burglaries and further expressed the belief that the time spent in maintaining and displaying such an album could very profitably be spent in more sensible investigation. Mr. Nathan, Mr. Tolson and Mr. Glavin, although not enthusiastic about the adoption of the suggestion, were of the opinion that a letter should be addressed to six Special Agents in Charge requesting their views in this matter.

There is attached hereto a suggested letter to be sent to the Special Agents in Charge of the New York, Seattle, Kansas City, Los Angeles, New Orleans and Indianapolis Offices asking for their views upon this subject, in the event you approve this procedure.

Those in attendance were Messrs. Tolson, Nathan, Glavin and Tamm.

Respectfully,
For the Conference,

RECORDED & INDEXED

CLYDE TOLSON
Chairman, FEDERAL BUREAU OF INVESTIGATION

FEB 5 1938 A.M.

U. S. DEPARTMENT OF JUSTICE

W. R. GLAVIN,
Secretary.

TOLSON
FOUR
ONE
FILE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323013
DATE 7/5/90 BY SP5C/10ms

Attach

ORIGINAL FILED IN 91-182-1242

EAT:CDW

January 31, 1938.

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered the attached form letter which will be used by the Investigative Division in making inquiries concerning investigative reports which indicate that investigation in a particular locality was not completed by the reporting Agent.

The Conference could see no objection to the use of this form letter

Those in attendance were Messrs. Tamm, Glavin, Tolson and Nathan.

Respectfully,
For the Conference,

CLYDE TOLSON,
Chairman.

W. R. GLAVIN,
Secretary.

RECORDED

66-2554-1091X

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/15/90 BY SP5CUL/mj

ORIGINAL FILED IN 66-2554-1091X

COPY

EAT:DM

January 28, 1938.

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered the attached bulletin instructing that in all cases in which a prisoner is held in a Bureau office for questioning over a prolonged period of time, particularly in major cases, a competent physician should be called on to examine the prisoner in order that any allegations of third degree methods may at a subsequent date be refuted. The Conference was unanimously in favor of the submission of this bulletin to the field.

Those in attendance at the conference were Messrs. Nathan, Tolson, Glavin and Tamm.

Respectfully,
For the Conference,

s/ Clyde Tolson, Chairman

s/ W.R. Glavin, Secretary.

Enclosure

O.K., J.E.H.

RECORDED

INDEXED

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/5/90 BY SP5CJ/oms

66-2554-1092

FEB 3 1938

U.S. DEPT. OF JUSTICE

FILE

EAT:DM

February 1, 1938.

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered the attached bulletin, advising that in the future when a fugitive who is the subject of an Identification Order is apprehended, it will be necessary to immediately notify the Bureau and the office of origin of the apprehension by wire; that, however, it will not be necessary for the office of origin to advise the auxiliary offices of the apprehension by wire. The Conference was unanimously in favor of the submission of this bulletin to the field.

Those in attendance at this Conference were Messrs. Tolson, Nathan, Clegg, Glavin and Tamm.

Respectfully,
For the Conference,

Glyde Tolson, Chairman.

W. R. Glavin, Secretary.

62-122

ORIGINAL FILED IN

RECORDED

66-2554-1092 X

TOLSON	MAH
TAMM	CLERK
GLAVIN	SECRET

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/5/90 BY SP5C10ms

HEG:VG

February 4, 1938.

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, with Messrs. Tolson, Glavin, Nathan, Tamm and Clegg present, considered the suggestion of Mr. M. E. Gurnea that proper chains, padlocks, and a kit consisting of chains, leg irons, and padlocks be procured for all field divisions so that this equipment may be readily available and assembled to aid in restraining prisoners and in transporting them.

It was recommended by the Conference that a letter be forwarded to a number of experienced employees in the field in order to obtain their ideas as to the Bureau's needs in this connection. If this is approved, letters are being forwarded to Inspector Connelley and Special Agents in Charge R. D. Brown, R. E. Vetterli, D. M. Ladd and D. Brantley for their suggestions along these lines.

Respectfully,

FOR THE CONFERENCE,

Clyde Tolson,
Chairman.

W. R. Glavin,
Secretary.

cc: Mr. Glavin.

RECORDED

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 823,013
DATE 7/5/90 BY SP5C110MS

66-2554-1093	
FEDERAL BUREAU OF INVESTIGATION	
FEB 9 1938 P.M.	
U.S. DEPT. OF JUSTICE	
TOLSON	FILE
CLEGG	
DEF. OFF.	
FOUNTAIN	
PERKINS	

HHC:RLC

February 1, 1938.

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, Messrs. Tolson, Glavin, Nathan, Tamm and Glegg being present, considered the fact that at least three graduates of the FBI National Police Academy have forwarded \$1.00 membership dues in order to join the FBI Athletic Association.

The only possible benefit which could accrue to the graduates not located in Washington would be the receipt of "The Investigator" and it is automatically sent to all of them and it appears these three officers sent the dollar to the Bureau due to the fact that the subscription blank was inserted in "The Investigator".

It was the opinion unanimously of the Executive Conference that the graduates of the Police Academy should not be required to pay the \$1.00 membership dues in the Athletic Association and in these three and any other similar instances the money should be refunded.

It was recommended by Mr. Tamm that honorary life membership cards be furnished to each graduate of the Police Academy which would eliminate the possibility of their sending in their subscriptions in the future.

Mr. Glavin and Mr. Glegg agreed with Mr. Tamm.

Mr. Tolson recommended no cards be issued.

Mr. Nathan recommended that cards be issued, but it not be indicated that they were life membership cards.

If the majority opinion is approved, there is attached hereto a memorandum addressed to Mr. Renneberger and Mr. Tracy calling this matter to their attention.

Respectfully,
For the Conference,

RECORDED & INDEXED

Clyde Tolson,
Chairman.

66-2554-1093X
FEDERAL BUREAU OF INVESTIGATION
MAR 11 1938 A.M.
U.S. DEPARTMENT OF JUSTICE
W. R. Glavin,
Secretary.
TRACY
MAHOE, SEC
HMS, DIV
FILE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/5/90 BY SP5C/LMS

Enclosure.

EAT:DM

January 28, 1938.

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered the attached bulletin entitled "Location and Maintenance of Documentary Evidence", and was unanimously in favor of the submission of this bulletin to the field. Those in attendance at the conference were Messrs. Nathan, Tolson, Glavin and Tamm.

Respectfully,
For the Conference,

Glyde Tolson, Chairman

W. R. Glavin, Secretary.

Enclosure.

RECORDED
&
INDEXED

66-2554-1094

FEDERAL BUREAU OF INVESTIGATION	
FEB 2 1938 A.M.	
U. S. DEPARTMENT OF JUSTICE	
TOLSON	FILE
NATHAN	FOUR

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/5/90 BY SP5C/LMS

February 4, 1938.

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, with Messrs. Tolson, Glavin, Nathan, Tamm and Clegg present, considered the memorandum submitted to the Special Agent in Charge at New York by Inspector J. S. Egan.

From a review of the instructions issued by Inspector Egan, the members of the Executive Conference questioned the advisability of the following:

1. Photographs were in some instances being filed in envelopes arranged alphabetically rather than in the case files. The Conference believed this was an entirely satisfactory arrangement and was even preferable in some instances provided there was a green memorandum form in the case file showing the description and location of the photographs which properly belonged to the file. It was agreed that there was a clear indication that too many photographs are being prepared by the photographer in the New York Office. In a telephone conversation with Mr. Egan he pointed out that the photographer, not having enough to do, would make too many photographs; that there were several photographic albums being maintained; that copies of the photographs were being placed in the file and additional copies maintained in an envelope arranged alphabetically. It was agreed with Mr. Egan that there appeared to be too many photographs being made and it was likewise agreed that it would be satisfactory, upon the preparation of one photograph, for it to appear either in the file or in an envelope arranged alphabetically provided a green memorandum form is placed in the file showing the location of the photograph.

It was observed that the Inspectors suggested that the practice of sending a copy of a report to the Agent to whom the case was assigned should be discontinued and that the report should be initialed by someone having authority to do so after which the Agent could call for the file whenever he had occasion to do so. It was the opinion of the Conference that one copy of

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HEREIN IS UNCLASSIFIED 323,013
DATE 7/5/90 BY SP5C/L0m5

ORIGINAL FILED IN 66-27-8894

66-2554-7095

February 4, 1938.

the report should be initialed by the SAC for the file and that one copy should be forwarded to the Agent in order to make sure that the contents of the report in a case assigned to him are brought to his attention as early as possible. In talking to Mr. Egan about this matter by telephone, he stated that one of the reasons for these instructions was that the Agents were allowing the reports routed to them and placed in their files to accumulate and remain in their cabinets for an extended period of time. Mr. Egan agreed that it would be entirely satisfactory for the reports to be routed to the Agents as heretofore but that a requirement be made that Agents in their headquarters city check their file drawers once each twenty-four hours and that all reports routed to them be given appropriate attention within that period of time, and either initialed and sent to file or else placed in their work box for investigative activity at the earliest possible date. The practice of holding these serials an unreasonable length of time should be discontinued.

3. At present in the New York Office, the classification of cases and reports for filing are divided among the various file clerks. This arrangement enabled the SAC to fix responsibility for misfiling in any particular case file. Mr. Egan indicated in his instructions and by telephone that his recommendation for changing this procedure was occasioned by the fact that as soon as an employee had finished the filing of the classifications assigned to such employee he would, in some instances, have no responsibility for aiding any other employee who might be behind in filing. Therefore, Mr. Egan suggested in his instructions that the file clerks initial the serials at an appropriate place before placing them in the files. The Executive Conference questioned the desirability of initiating this new requirement, of having file clerks initial serials for the file. In talking to Mr. Egan by telephone, he stated that although a number of errors were found in the files he did not believe that the question of fixing responsibility was of sufficient importance at present to justify either a division of the work by classifications or a requirement for the initialing of the serials by the clerks, and he agreed that it would be proper for all the file clerks to have a responsibility of keeping the files in proper condition and that all clerks work together to keep the filing up to date. Mr. Egan agreed that this would be more practical.

February 4, 1938.

4. The Executive Conference considered the instructions issued that the index for identifying incoming correspondence based upon the communications to police departments be discontinued or else included in the general files. By this, it is pointed out that on numerous occasions the field office writes to a police department, an automobile license registration bureau, a correctional institution or some similar agency for information and the reply will not include either the file number or the title of the case. Section 27 of the Chief Clerk's Manual provides that in such instances when it appears advisable in identifying correspondence, 3 x 5 index cards be prepared for the temporary purpose of identifying the incoming correspondence in answer to the field office letter, after which the card should be destroyed. This index arrangement is very similar to the wanted notice and mail cover files. The maintenance of such a file is justified in correspondence. The Inspectors evidently overlooked this section of the manual, and Mr. Egan pointed out by telephone that the principal objection was that old cards which had been in the file for many months - in fact, several years - were still in this temporary index file. It was agreed that the cards should be removed as the necessity for their existence was terminated.
5. The Executive Conference questioned the advisability of the instructions that Nimrod Nesbitt, colored messenger, no longer be authorized to check the automobiles or to maintain the automobile records. Due to what appears to be an unusual amount of energy on the part of this colored employee it is felt that he might be of considerable assistance to the SAC by checking over the automobiles and seeing that the SAC is kept informed as to their conditions. In talking to Mr. Egan he pointed out that the records maintained by Nesbitt are exact duplicates of other records being maintained and it was agreed that these records be discontinued. Mr. Egan agreed that he saw no reason to object to the SAC sending out this employee or any Agent or other employee of the office to look over the automobiles and advise the SAC as to their conditions. Mr. Egan pointed out that this employee is not doing any cleaning or repairing work on the cars, this being a part of the arrangements with the garage.

Director

- 4 -

February 4, 1938.

In the event the above is approved, it is recommended that a confirmatory letter, based upon Mr. Clegg's conversation with Mr. Egan, be forwarded to Mr. Egan. Such a letter has been prepared for your signature, if approved.

Respectfully,

FOR THE CONFERENCE.

Clyde Tolson,
Chairman.

W. R. Glavin,
Secretary.

cc: Mr. Glavin.

EAT:CDW

February 1, 1938.

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, composed of Messrs. Tolson, Nathan, Glavin and Tamm, considered the attached Bureau Bulletin regarding the circularization of the American Automobile Association, and was unanimously in favor of its submission to the field.

Respectfully,
For the Conference,

CLYDE TOLSON,
Chairman.

W. R. GLAVIN,
Secretary.

ORIGINAL FILED IN 74-4-992-3

RECORDED

INDEXED

66-2554-1096
FEDERAL BUREAU OF INVESTIGATION
FEB 11 1938 P.M.
U.S. DEPARTMENT OF JUSTICE

TOLSON
TAMM
FOUR

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/5/90 BY SP5C10ms

HHC:VG

February 2, 1938.

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, with Messrs. Tolson, Glavin, Nathan, Tamm and Clegg present, considered the suggestions forwarded by Special Agent J. Roland Franz of the Des Moines Office, as follows:

1. Employee suggests that arrangements be made for a representative of the Chicago Office to contact the Automobile Protective and Information Bureau at Chicago in order that a plan can be effected whereby the APIB, in its daily bulletin, will list not only the places where automobiles are stolen but also will indicate the city and state where stolen automobiles are recovered, or else make arrangements whereby that Bureau will make such information as to the place of recovery of stolen automobiles immediately available to this Bureau, whereupon field offices may make the proper investigations upon receiving this information.

The Executive Conference unanimously approved this suggestion, not only with this organization in Chicago, but also to include the Automobile Underwriters Detective Bureau at Atlanta, Georgia, and the Automobile Theft Bureaus at Dallas, Texas, and San Francisco, California. Letters to the offices covering the territory in which these bureaus are located have been prepared in the event this is approved.

2. It was suggested that whenever a resident agency is established the SAC of the field division establishing the resident agency direct a letter to all law enforcement officials within the territory to be covered by the resident agent, advising the local officials of the fact that an agent will be located close to his city or county thus making him more accessible to the local officials, and suggesting that local officials contact the resident agent upon learning of a violation under the Bureau's jurisdiction which occurs in his vicinity.

RECORDED & INDEXED

It was felt by the Conference that all communications and complaints should be forwarded directly to field office headquarters rather than to a resident agent, in view of the frequent contact from his headquarters of the resident agent and the further advisability of the SAC keeping in touch with any new business being received by a resident agent. The Conference unanimously opposed this suggestion.

66-2554-1097

TOLSON
CLEGG
TAMM
NATHAN
GLAVIN
FRANZ
FOUR

February 2, 1938.

3. Employee suggests that a special card index system be maintained in the office of origin for each major fugitive case pending in that division.

In certain cases such as the Bremer Kidnaping Case and the Dillinger Case, the Bureau initiated this system, but it is felt by the Conference that this should be an arbitrary requirement and that Bureau authorization should be obtained in each instance, thereby making the preparation of such index cards an exception rather than the rule. It is felt that to issue general instructions along this line would result in the performance of a vast amount of clerical work which would be more costly than valuable.

The Agent likewise suggested, in this connection, that all major developments in each case be discussed at each quarterly conference by the Agent to whom the case is assigned.

This suggestion was not approved by the Conference due to the fact that each Agent would want to tell a story about his own case on which he was working and the time of the conference would be exhausted without the proper selectivity as to cases and problems to be discussed. It was felt that the SAC should make such selections and prepare the programs in conformity with the needs of his particular office.

4. Employee suggested that in those instances when field offices forward copies of a report to other field offices for "information only", that two copies of such reports be forwarded rather than one; this in view of the fact that one copy of each serial must be retained in an investigative case file at all times.

The Conference recommended unfavorably with reference to this suggestion, feeling that there should be a rather liberal attitude taken with regard to field offices forwarding individual copies of reports to other field offices when it is felt there is some likelihood of that office having some direct or indirect interest in the information contained in the report. However, to require that two copies be forwarded in each instance when no undeveloped leads are suggested and when the office receiving the report is

Director

- 3 -

February 2, 1938.

neither the office of origin or office of prosecution, would force unnecessary typing work on the reporting office and would probably have a tendency to send fewer of these reports.

In the event the above suggestions are approved, a letter has been prepared for your signature, expressing appreciation to Agent Frank for these suggestions.

Respectfully,

FOR THE CONFERENCE.

Glyde Tolson,
Chairman.

W. R. Glavin,
Secretary.

cc: Mr. Glavin.

HN:CSH

February 3, 1938

MEMORANDUM FOR THE DIRECTOR

RE: RADIO TRANSMITTING TRUCKS

At an Executives Conference this morning, Messrs. Tolson, Clegg, Tamm, Glavin and Nathan being present, consideration was given to the memorandum of Mr. Coffey of February 2nd relative to radio transmitting trucks, particularly with reference to additional Agents being given instruction in radio truck operation.

The Conference agreed with Mr. Coffey's recommendation in so far as it is believed that, in addition to Agents J. W. Ransom and E. R. Davis, the following Agents should be given this instruction: M. Price, Buffalo; H. G. Robinson, New York City; E. O. Schroeder, New York City. It was believed desirable to confine this training to this number for the time being.

It was further believed that Mr. Conrad should initiate this course at the earliest possible moment. Mr. Coffey will advise as soon as Mr. Conrad is ready, which will be as soon as applications have been prepared for radio frequency allocations for the operation of these radio trucks, at which time you will be notified in order that arrangements may be made to have the Agents in question available.

Respectfully,
For the Conference,

Clyde Tolson, Chairman.

W. R. Glavin, Secretary.

RECORDED

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/5/90 BY SP5C/ams

66-2554-1098

RECEIVED	11-19-38 P.M.
DEPT. OF JUSTICE	FILE

114
ORIGINAL FILED IN 66-1940-12

WRG:atw

February 4, 1938.

MEMORANDUM FOR THE DIRECTOR

The Conference considered a suggestion submitted by Annette E. Fleser, Chief Clerk of the New York Division on January 31, 1938, relative to reporting Government property assigned to Special Agents upon transfer from and to field districts. Miss Fleser suggests that at the time an Agent is transferred, the office from which he is transferred submit an inventory of his property on the regular form provided by the Bureau, a copy of which will be forwarded to the office to which he is transferred and a copy to the Bureau; that upon receipt of said inventory form at an office, same could be considered as the top serial in his administrative file, thus keeping all files uniform.

The Conference in considering this suggestion was of the opinion that reporting of Special Agents' inventories by the SAC of the office from which he is transferred does not appear to be essential and recommends that in the future, Special Agents' property be checked by the SAC of the office to which he is transferred, the Bureau being advised by that office.

There is attached hereto for your approval, a bulletin concerning this matter. Those present were Messrs. Nathan, Tolson, Tamm, Clegg and Glavin.

Respectfully submitted,
FOR THE CONFERENCE,

Clyde Tolson,
Chairman,

W. R. Glavin,
Secretary.

RECORDED

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/5/90 BY SP5CJ/10MS

66-2554-1099

FEB 14 1938

FOUR

FILE

ORIGINAL FILED IN

66-3209-74

HHQ:BG

February 4, 1938.

See

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered the suggestion of Mr. Coffey that the Bureau give sympathetic consideration to requests from foreign countries for a representative of this Bureau to aid in organizing or reorganizing police departments within such foreign countries. It was pointed out that this practice is being followed, particularly by the Italian police which has sent missions to Portugal, Peru, Chile, and other countries, as requested. The Conference, with Messrs. Tolson, Glavin, Nathan, Tamm and Clegg present, recommended unfavorably with reference to this suggestion in view of the international political situation involved and because of a lack of personnel for this purpose.

As an outgrowth of the discussion of this matter, it was recommended that the Bureau undertake to train or have trained, on an experimental basis, a representative who would be available when police departments in the United States requested such services, to conduct surveys, looking toward the reorganization of police departments and other law enforcement organizations.

This type of work is being done to some extent now by the Municipal League through so-called "traffic experts" and pseudo-policemen who are not actually engaged in law enforcement work.

(1) Mr. Glavin, Mr. Nathan and Mr. Clegg recommended that one employee be designated to go to police departments and make such studies as are necessary as well as to contact other sources for such information as may be required to enable him to render services of this type to police organizations. It would be understood, of course, that this employee would make recommendations as to organization and not as to the assignment of personnel within the organization, at least as to the assignment of a particular employee to handle a job within a department.

RECORDED & INDEXED

(2) Mr. Tamm recommended that two employees be designated for this purpose.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/5/90 BY SP5/lon/s

FEB 26 1938

A. M.

DEPARTMENT OF JUSTICE

MASTERS
TOLSON
CLEGG
TAMM
NATHAN
GLAVIN
COFFEY
MURPHY
LESTER
DINE
MISS GANDY

ORIGINAL FILED IN 62-28180-104

Memo. for Director.

-2-

2-4-38.

(3) Mr. Tolson was of the opinion that this was a good idea but that the Bureau was not yet ready to engage in this type of work.

In the event the majority opinion were approved, the following names were submitted in the order named for your consideration to be selected for such a purpose:

M. E. Gurnea
T. F. Baughman
J. W. Vincent
R. B. Hood
E. E. Vetterli
J. H. Hanson
W. H. Peterson

Respectfully,

FOR THE CONFERENCE,

Glyde Tolson,
Chairman.

H. R. Glavin,
Secretary.

BHC:VG

February 4, 1938.

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, with Messrs. Tolson, Glavin, Nathan, Tamm and Clegg present, considered the suggestion of Mr. H. E. Goudge that photographs be taken of the various positions and procedure in chaining and securing a prisoner for transportation purposes.

The Conference agreed that it would be desirable for one photograph to be taken of each of these various positions for illustrative purposes and it was recommended that these be reviewed by the Conference in order to determine the proper procedure and for consideration of the number of photographs necessary for distribution in the field.

If the above is approved, there is attached a memorandum for Mr. Coffey requesting that upon the arrival of Mr. Gurnea in Washington on February 11, 1938, arrangements be made to take these photographs of Mr. Gurnea and Mr. Goudge, using the procedure in accordance with the suggestion made,

Respectfully,

FOR THE CONFERENCE.

Clyde Tolson,
Chairman.

W. R. Glavin,
Secretary.

cc: Mr. Glavin.

RECORDED

66-2554-1100X

FILED
FEB 25 1938

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/5/96 BY SP5C/llms

Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.

HHC:VG

February 4, 1938.

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, with Messrs. Tolson, Glavin, Nathan, Tamm and Clegg present, considered the suggestion of Mr. Hince that in view of the increasing number of requests for instructors on Laboratory subjects, a school of one week's duration be held in order to train potential instructors in how to teach Laboratory subjects to police organizations.

In view of the fact that there are nine members of the current session of the fingerprint school in Washington receiving instructions in teaching fingerprint identification, it was felt that upon the completion of this course they should immediately report to Mr. Coffey for a special course of training in Laboratory subjects which training, it is believed, would last for a period of one week or less, in order to acquaint these Agents not only with the general practices and procedures in the Laboratory but also with the policies with reference to the work in the Technical Laboratory so they will be qualified to lecture in a general way upon the facilities of the Bureau before police organizations. It was understood that they would not undertake, since they are not scientific experts, to teach particular courses in handwriting and document identifications or similar subjects but would be prepared to discuss in a general way the services, facilities, policies and procedures in the Laboratory, and further, to instruct local officers in the methods of preserving evidence so it might be forwarded to the Bureau's Laboratory for proper examination.

Mr. Glavin opposed this suggestion due to the fact that they cannot make experts out of these employees within one week's time. He felt that if they attempted to lecture on Laboratory subjects certain technical questions would be asked which they were unable to answer and he felt that it would be better to send out experts from the Laboratory to lecture on such subjects.

Mr. Nathan	✓
Mr. Tolson	✓
Mr. Clegg	✓
Mr. Glavin	✓
Mr. Egan	✓
Mr. Foxworth	✓
Mr. Gurnea	✓
Mr. Harbo	✓
Mr. Hendon	✓
Mr. Lester	✓
Mr. Quinn	✓
Mr. Nease	✓
Mr. Nichols	✓
Mr. Rosen	✓
Mr. Tracy	✓
Miss Gandy	✓

Director

- 2 -


February 4, 1938.

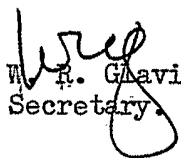
It was pointed out by the majority, however, that in numerous instances the services of Laboratory experts would not be needed due to the general nature of the subject on Laboratory work and also to have Agents available for general lectures of this nature would relieve to a considerable extent the pressure on the Laboratory's personnel for lecturing outside of Washington.

Respectfully,

FOR THE CONFERENCE.

OK
24


Clyde Tolson,
Chairman.


W. R. Glavin,
Secretary.

cc: Mr. Glavin.

HHC:BG

February 4, 1938.

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered the inquiry of the Naval Hospital authorities as to the necessity for giving both the Wasserman and Kahn tests for syphilis to Bureau representatives. The Public Health Service used both tests but the Navy Department uses only the Kahn test which they believe to be entirely adequate. In the event the Kahn test only is used, the report of the physical examination given at the Naval Hospital can be received within three or four days. On the other hand, if the Wasserman test is required, a complete report cannot be received in less than ten days.

The Conference recommends that the Kahn test be used exclusively, since it was recommended by the Navy Department.

Those present were Messrs. Tolson, Glavin, Nathan, Tamm, and Clegg.

Respectfully,

For the Conference,

Clyde Tolson,
Chairman.

RECORDED
W. R. Glavin,
Secretary.

66-2554-1102

FEB 16 1938

U. S. DEPARTMENT OF JUSTICE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
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ORIGINAL FILED IN 66-2554-3-69

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WRG:atw

February 7, 1938.

MEMORANDUM FOR THE DIRECTOR

The Conference was advised by Mr. Glavin that at the present time certain Colt Monitor Automatic Machine Rifles have been received in Washington that need to be forwarded to the Colt factory for repairs. It was pointed out that in some instances new barrels may be installed and in other instances various worn parts are to be replaced.

The question was brought up as to whether the Bureau desires at this time to continue replacing defective Colt Monitor Automatic Machine Rifles. The statement was made that in no instance has this weapon ever been used on a actual investigative case. It is the unanimous opinion of the Conference that before these weapons are returned to the factory for repairs that the opinion of the firearms instructors and designated field officials be secured as to the desirability of retaining such weapons for use.

If agreeable, an appropriate communication will be addressed to selected field representatives concerning this matter and a memorandum will be addressed to Mr. Clegg, instructing that he secure the opinions of the firearms instructors concerning it.

Those present were Messrs. Nathan, Tolson, Tamm, Clegg and Glavin.

Respectfully submitted,
FOR THE CONFERENCE,

Clyde Tolson,
Chairman,

RECORDED & INDEXED

W. R. Glavin,
Secretary.

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W. R. Glavin

W. R. Glavin

ORIGINAL FILED IN 66-2554-1102X

HHC:VG

February 7, 1938.

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, with Messrs. Tolson, Glavin, Nathan and Clegg present, considered the suggestion of Chief Clerk Charles R. Carson of the Indianapolis Office that the Bureau file number on each case be treated as a master number for the reason that incoming correspondence at the Bureau could be identified more readily in the event the Bureau's number was shown in each instance; that it would likewise aid field offices in making an identification when all field offices are provided with this master number; and that it would enable the U. S. Attorneys to refer to the file number which would be a Key number identical in each field office and there would be eliminated the difficulties of locating and identifying correspondence relating to a particular file.

The Conference unanimously opposed this suggestion, which was also rejected on a previous occasion several years ago, for the reason that in accordance with the admission of the employee, it would require the Bureau to circularize the office of origin and all other offices receiving copies of the initial report advising the identity of the Bureau's file number. This would impose a heavy clerical burden on the Seat of Government which, it was not believed, would fully compensate for any additional advantage in locating the files. It was believed that the added expense and time would not result in adequate compensation by way of advantages, and it was further felt that there is a lack of necessity for such a system due to the fact that the present system is working satisfactorily, both at the Seat of Government and in the field.

If this is approved, Mr. Carson will be advised accordingly.

Respectfully,

FOR THE CONFERENCE.

Clyde Tolson,
Chairman.

W. R. Glavin,
Secretary.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
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cc: Mr. Glavin

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February 5, 1938.

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MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered a suggestion submitted by Supervisor J. C. Mertz that the Bureau require all field offices to index each month all names and aliases appearing in the FBI Law Enforcement Bulletin which relate to the 25 Bureau fugitives who are listed in this bulletin. This suggestion was submitted in order to preclude the possibility of any delay ensuing in identifying a Bureau fugitive when a situation arose in which information concerning the whereabouts of a fugitive was received in a field office which did not have an investigative file upon a particular case.

The Conference was unanimously opposed to the adoption of this suggestion, believing that this procedure would necessitate the preparation of several hundred index cards each month, the majority of which would be of no potential value to a field office. It is to be noted that all of the Bureau's more important fugitives are the subjects of identification orders or inter-office identification bulletins and, consequently, the information concerning them is available in all field offices.

Those in attendance at this session of the Conference were Messrs. Tolson, Nathan, Clegg, Glavin and Tamm.

Respectfully,
For the Conference,

Clyde Tolson, Chairman,

W. R. Glavin, Secretary.

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CHANGEL TO

1-3094-X110

BHC:VG

February 7, 1938.

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, with Messrs. Tolson, Glavin, Nathan and Clegg present, considered the recommendation of Mr. M. E. Gurnea that at least three blackjacks be made available for each field office for use in guarding prisoners since Special Agents shackled to prisoners and those guarding prisoners in detention rooms may not carry firearms.

Members of the Conference unanimously agreed to this suggestion and if this is approved, there is attached a memorandum for Mr. Glavin requesting that suitable equipment be obtained for all field offices.

Respectfully,
FOR THE CONFERENCE.

Clyde Tolson,
Chairman.

W. R. Glavin,
Secretary.

cc: Mr. Glavin.

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ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/5/96 BY SP5/vooms

66-2554-1106

FEDERAL BUREAU OF INVESTIGATION

FEB 10 1938 A.M.

U.S. DEPT. OF JUSTICE

TOLSON CLEGG GLAVIN NATHAN

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ORIGINAL FILED IN 62-3197-55X

WRG:MTS

February 10, 1938.

See

MEMORANDUM FOR THE DIRECTOR

The Conference considered a suggestion submitted by SAC Dewey in a communication dated January 28, 1938, to the effect that in preparing mailing lists in the future every fifth line be underlined so that the list can be more easily followed.

The Conference points out that this suggestion has been made on numerous occasions in the past and recommends that on future mailing lists being forwarded to the field a line be drawn under each third office to assist in ready reference. If approved by you, there is attached hereto a memorandum addressed to the Chief Clerk's Office and the Mechanical Section instructing that future mailing lists be so set up.

SAC Dewey further suggests that the Bureau consider placing a status sheet as the top serial in each file to be used for ready reference. The Conference is of the opinion that no instructions should be issued concerning such a sheet; that there is no objection to the SAC making certain notations in such files if he so desires.

There is attached hereto a communication addressed to SAC Dewey concerning this matter.

Those present were Messrs. Tolson, Tamm, Nathan, Clegg, and Glavin.

Respectfully submitted,
FOR THE CONFERENCE.

Glyde Tolson,
Chairman.

RECORDED & INDEXED

W. R. Glavin,
Secretary.

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HEREIN IS UNCLASSIFIED 323,613
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WRG:MTS

FEDERAL BUREAU OF INVESTIGATION

Washington, D. C.

February 9, 1938

MEMORANDUM FOR THE DIRECTOR

The Conference considered certain suggestions submitted by Stenographer-Reporter Walter H. Hickman concerning stenotypists.

Hickman suggests that at least one competent stenotypist be employed in each field office, pointing out that they could be used to good advantage in the obtaining of verbatim statements or confessions. The Conference was advised that there are a number of stenotypists in the Bureau service at the present time and steps are being taken at this time to secure additional stenotypists at the Seat of Government.

He also suggests that stenotypists enter on duty in the Bureau at a salary of \$1,620 per annum instead of \$1,440 per annum. In this regard the Conference was advised that on no occasion has a stenographer or stenotypist who has been employed as such been offered a permanent appointment at \$1,440 per annum. We do have at present a few female stenotypists now with typist ratings who will be transferred to stenographic positions as vacancies occur at the Seat of Government.

He further suggests that stenotypist examinations be dictated at the rate of 150 words a minute instead of 120 as is done at the present time. The Conference is of the opinion that the stenotypist test should be the same as the stenographic test, namely 120 words a minute. He further recommends that with the higher requirements for the entrance of stenotypists they be appointed on a temporary basis in Grade Caf 3, \$1,620 per annum, but on a permanent basis in Grade Caf 4, \$1,800 per annum. The Conference points out that the present basis for such temporary employment is at the annual salary of \$1,620 per annum. With reference to permanent employment, the Bureau is limited at the Seat of Government in classifying its positions by the grades set up by the Civil Service Commission. Only those stenographers in secretarial capacities or in the Investigative Unit, or specialists, such as Mr. Hickman, are in Grade Caf 4. The others are in Grade Caf 3 at \$1,620 per annum.

Hickman also suggests that in the future the Bureau furnish the stenotypists with the stenotype machines. A check has been made with the Division of Supplies and Printing of the Department

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ALL INFORMATION CONTAINED
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66-2554-1108
FEDERAL BUREAU OF INVESTIGATION
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CHIEF OF BUREAU

Supervisors' Conference

66-6210-1

HHC:VG

February 7, 1938.

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MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered the recommendation of Special Agent in Charge R. J. Untreiner that lists on charts showing all of the Federal crimes over which this Bureau has investigative jurisdiction be prepared and furnished to local police departments.

It was believed by the Conference that in many of the types of violations handled by the Bureau some explanation is necessary or else the tabulated list would be of comparatively little value to police officials. At present the Bureau issues a booklet which is available for distribution, and it is quite generally distributed to all police departments and law enforcement agencies, in which is listed the tabulation of violations most frequently investigated by the Bureau and in addition there is a brief explanation of the essential elements which constitute such offenses. It is believed that this booklet answers all the requirements and that the suggestion therefore should not be approved as it would be an added and unnecessary expense.

If the above is approved, a letter has been prepared for Mr. Untreiner accordingly.

Those present at the Conference were Messrs. Tolson, Glavin, Nathan, and Glegg.

Respectfully,

FOR THE CONFERENCE.

RECORDED

INDEXED

Clyde Tolson, FEDERAL BUREAU OF INVESTIGATION
Chairman.

W. R. Glavin,
Secretary.

66-2554-1109	
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cc: Mr. Glavin.

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ORIGINAL FILED IN 1-27-27-20

HRG:VG

February 7, 1938.

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, with Messrs. Tolson, Glavin, Nathan and Clegg present, considered the observations of Special Agent in Charge H. H. Reinecke of the Indianapolis Office in connection with the difficulties arising and particularly the necessity for "a tremendous amount of additional typing work in the field offices" occasioned by the recently issued rule that one copy of every serial must, at all times, be in the field office files.

The Conference reconsidered this suggestion in the light of Mr. Reinecke's citation of specific examples, and in view of other comments that have been made by field employees concerning this rule. It was pointed out that one reason for the rule was that in those instances when two copies of a serial are in a field office and both copies out of the file inspectors could not properly review the file at the field office. It was felt, however, that in those instances the inspectors might request the return of a specific copy from an Agent to whom it is charged at the time if such serial is necessary. It was observed that on many occasions, reports are received by field offices requesting investigation in two or three, or even more, sections of the field office territory. Under the existing rule but one lead could be handled at a time, provided the Agent needed the copy of the report, unless additional copies were typed. Under the procedure prior to the initiation of the rule, both copies could be charged out to different Agents in different sections of the territory, who would investigate pending leads simultaneously. It was felt that an Agent on a road trip, with numerous cases and leads assigned to him, is not in a position to thoroughly investigate a lead unless he has a copy of a report rather than notes he has taken following a review of a serial particularly if he has a great number of leads of this type to follow based upon notes he has taken. It was recommended, therefore, by a majority of those present that this rule be rescinded for the reasons above stated, in

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DATE 7/5/90 BY SP5C/UMS

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ORIGINAL FILED IN

Director

- 2 -

February 7, 1938.

order to reduce the typing burden on the field, and it was further pointed out that copies of all reports are on file at the Bureau and in those instances, believed to be very infrequent, when an SAC has urgent need for information in a particular file when both serials are absent he may, with less expense than the present procedure, telephone or telegraph the Agent with the serial for the information desired. It was recommended that this, of course, be supervised by the SAO and in those instances where all copies of a serial are to be removed from the file the SAC must specifically approve such action.

Those favoring Mr. Reinecke's suggestion for rescinding this rule were Messrs. Glavin, Nathan and Clegg.

Mr. Tolson believed that at least one copy of each serial should remain in the files at all times.

In the event the opinion of the majority is approved, there is attached hereto a suggested bulletin to this end. A letter has also been prepared for your signature addressed to Mr. Reinecke advising him of the Bureau's decision.

Respectfully,

FOR THE CONFERENCE.

Clyde Tolson,
Chairman.

W. R. Glavin,
Secretary.

cc: Mr. Glavin.

EAT:CDW

January 31, 1938.

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered the suggestion of Supervisor Lawler that all proper names in reports and correspondence be capitalized in order to facilitate the indexing of names in the Files Section.

Mr. Nathan and Mr. Tamm were opposed to the adoption of this suggestion, believing that the procedure would only slow up stenographers and typists and would not contribute anything materially to facilitating the work of the classifiers or other clerical employees in field offices. Mr. Tolson and Mr. Glavin were of the opinion that a form letter should be addressed to at least six Special Agents in Charge for the purpose of obtaining their views as to the desirability of adopting this practice. In the event you approve the recommendation of Mr. Tolson and Mr. Glavin, an appropriate letter will be addressed to the field.

Those in attendance were Messrs. Nathan, Tolson, Glavin and Tamm.

Respectfully,
For the Conference,

CLYDE TOLSON,
Chairman.

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W. R. GLAVIN,
Secretary.

66-2554-1111

FEB 10 1938 A.M.

TO: DIRECTOR OF INVESTIGATION

BY: [Signature]

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ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/5/90 BY SP5C10ms

ORIGINAL FILED IN 66-5084-16X

February 7, 1938.

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, with Messrs. Tolson, Glavin, Nathan and Clegg present, considered the suggestions of Special Agent in Charge Val C. Zimmer, as follows:

1. Mr. Zimmer calls attention to a typographical error in the Manual of Rules and Regulations wherein Section 127 of the Manual was improperly referred to.

It was believed that this section of the Manual should be corrected with the reprinting of the Manual, when next this work is done.

2. Mr. Zimmer suggested that copies of disposition sheets, which are furnished to the Bureau, also be furnished to the office of origin.

Since the disposition of criminal records are obtained during the course of investigations these dispositions must, of course, be reported in investigative reports and disposition sheets are prepared for the Identification Division exclusively. Information appears in the report that the disposition was furnished. It appeared to the Conference that there is no need for copies of disposition sheets to be sent to the office of origin and recommended unfavorably.

3. Mr. Zimmer suggested that when copies of letters are sent to others than the addressee, the present regulation that a notation shall appear in the left-hand corner of the original and all copies be modified as there are some instances when such a notation should not appear on the original of a letter addressed to some outside source.

RECORDED & INDEXED

The Executive Conference considered it was a matter of common practice and interpretation that whenever it appeared that such notations should not appear on the original of outgoing letters this was not done, but that this information is always recorded on the copies of such outgoing letters which are retained in the field office files. It was felt there was no

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Director

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February 7, 1938.

need for a change in the general rule to take care of various exceptions which might arise as it would be impossible or impractical to list in the Manual all the possibilities for exceptions to the general policy of the Bureau which is established in the Manual.

4. Mr. Zimmer felt that additional training might profitably be given to new Special Agents in the matter of taking statements from subjects and victims.

Mr. Clegg observed that since some difficulty had been encountered in the field in this regard he would personally favor additional instructions concerning this subject matter being given to new trainees and the Conference unanimously agreed. A memorandum for Mr. Clegg for this purpose is attached, if this is approved.

In the event the above decisions are approved, there is attached a letter addressed to Mr. Zimmer accordingly.

Respectfully,

FOR THE CONFERENCE.

Clyde Tolson,
Chairman.

W. R. Glavin,
Secretary.

cc: Mr. Glavin.

HN:CSH

February 17, 1938

MEMORANDUM FOR THE DIRECTOR

At the Executives Conference held this morning, Messrs. Tolson, Tamm, Glavin and Nathan being present, consideration was given to the suggestion of Special Agent L. L. Meunier that when field divisions request copies of criminal records for inclusion in investigative reports a sufficient number of copies of each record be furnished by the Bureau so that they may be made a part of the investigative report.

The Conference was of the opinion that, in the first place, it would not be known how many copies would be required and, in the second place, it would be entirely too great an expenditure of time on the part of the Bureau for a seemingly doubtful benefit.

A letter for Agent Meunier is attached for your approval.

Respectfully,
For the Conference,

Clyde Tolson, Chairman.

W. R. Glavin, Secretary.

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66-2554-1113
FEDERAL BUREAU OF INVESTIGATION

FEB 23 1938 A.M.

U. S. DEPARTMENT OF JUSTICE

DIRECTOR
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February 7, 1933.

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, with Messrs. Tolson, Glavin, Nathan and Clegg present, considered the fact that the Bureau has in its possession at present a few Graphlex Cameras and that additional cameras of this type are being obtained.

It was believed by the Conference that a special course in training should be prepared to qualify the Bureau's Special Agents in the use of this camera.

If the above is approved, there are attached memoranda addressed to Mr. Clegg and Mr. Coffey instructing that such a course of training be prepared.

Respectfully,

FOR THE CONFERENCE,

Clyde Tolson,
Chairman.

W. R. Glavin,
Secretary.

cc: Mr. Glavin.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/5/96 BY SP5C/LMS

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FEDERAL BUREAU OF INVESTIGATION

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ALL INFORMATION CONTAINED
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DATE 7/5/96 BY SP5C110ms

CHANGED TO

1-3094-X109

WRG:atw

February 10, 1938.

MEMORANDUM FOR THE DIRECTOR.

The Conference considered a communication received from SAC Bugas of the Birmingham Division concerning the installation of radio aeriels. Mr. Bugas states that it has been ascertained in the Birmingham District that the running board aeriels which are installed immediately under the running board have proven very unsatisfactory due to the fact that in driving over poor roads, trouble develops and the aeriels constantly become dislodged. He has had an outside antenna installed on one of his machines and advises that it is very satisfactory. He suggests that outside antennae be installed on the remaining cars in the Birmingham Division.

The Conference was of the opinion that no objection should be had concerning the installation of outside antennae in the event such installation does not make the cars conspicuous.

If you are in agreement, there is attached hereto a communication addressed to Mr. Bugas concerning this matter.

Those present were Messrs. Nathan, Tolson, Tamm, Clegg and Glavin.

Respectfully submitted,
FOR THE CONFERENCE,

Clyde Tolson,
Chairman,

W. R. Glavin,
Secretary.

66-2554-1115

FEBRUARY 10 1938

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ORIGINAL FILED IN 66-2554-1115-334

DEB:ERM

March 15, 1933.

~~7-1820~~

66-2554-1115X

MEMORANDUM FOR THE RESEARCH DIVISION

Re: MATTRAP.

A suggestion has been submitted and approved to the effect that in each future issue of the FBI Law Enforcement Bulletin there be included an article concerning the Mattson kidnapping case. It is accordingly requested that in the future plans be made in the preparation of this bulletin whereby such an article can be included.

Very truly yours,
For the Director,

Harold Nathan,
Assistant Director.

ORIGINAL FILED IN 7-1820-15583X

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ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/5/90 BY SP5C/HMS

EAT:CDW

February 12, 1938.

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered further suggestions concerning possible investigative activity in connection with the Mattson Kidnaping Case, with Messrs. Tolson, Nathan, Clegg, Glavin and Tamm in attendance. The following recommendations are made upon the suggestions submitted:

It has been suggested that whenever a witness at Tacoma, Washington, indicates that the photograph of some suspect resembles the kidnaper in this case, although it is definitely not the kidnaper, several copies of the photograph be furnished to all field offices in order that the Special Agents will have a better idea of the apparent appearance of the kidnaper. The Conference is of the opinion that the adoption of this suggestion would result in a short while in each field office having a variety of photographs, no two alike, but with each one specifically resembling in some manner the Mattson kidnaper. The Conference feels that this procedure would make more confusing than ever the facial appearance and characteristics of the kidnaper. The Conference does not recommend any affirmative action upon this suggestion.

The suggestion was again made to the effect that a new circular be issued with a new sketch of the kidnaper. The Conference is of the opinion that the issuance of a new circular with a new sketch of the kidnaper at this time would subject the Bureau to endless criticism because of the differences between the first and second circulars. Accordingly, the Conference does not recommend the issuance of a second circular.

Growing out of this suggestion, the Conference considered the desirability of publishing in the FBI Law Enforcement Bulletin each month some article concerning the Mattson Case in order to keep this case prominently before law enforcement officers. The Conference believes this is a desirable practice, and hereafter, each issue of the FBI Law Enforcement Bulletin will contain some article or comment concerning the Mattson Case.

A suggestion is made that the Bureau conduct investigation of all persons reported as missing from ships at sea, in the hope that such person might be found to be the Mattson kidnaper. The Conference can see no practical justification for this procedure, since there is no logical reason why the kidnaper might disappear from a ship at sea.

It was suggested that progress reports as furnished by Mr. Suran at Seattle be transmitted to all field offices. The Conference was of the opinion that whenever an investigative report contained some general value to the field, copies of these reports should be furnished to the field, and this practice will be followed at the Seat of Government.

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believed that any purpose would be served by furnishing a copy of all reports or all progress reports to all field offices.

It was suggested that a group of photographs of the murdered victim as the body was found be forwarded to all Field Divisions. The Conference is advised that this has been done.

A suggestion was made by Special Agent W. H. Osborne that a check be made of all persons moving from Tacoma and Seattle, Washington, immediately following the kidnaping of the child. The Conference does not believe that this check should be attempted at this time primarily for the reason that if the kidnaper were an itinerant or unmarried stevedore, longshoreman, sailor, lumberjack, etc, there would probably be no means by which the identity of persons engaged in these activities leaving Seattle or Tacoma could be ascertained. It is further felt that there would be no justification for confining the check to Seattle and Tacoma, since if the check were made, it should include Everett, Cle Elum and other small towns in the Pacific Northwest area. The Conference does not feel this project is one which should be considered at the present time.

Mr. Quinn Tamm submitted a suggestion that all anonymous letters received in this case be processed for latent fingerprints. The Conference recommends that this be done.

It is suggested that a metallurgist or soil expert from the Bureau proceed to the State of Washington for the purpose of consulting with members of the geology department of the State University or other soil experts in Washington upon the source of the soil specimens which we have in the Laboratory in this case. The Conference recommends that this procedure be followed, and it is understood that a Laboratory expert will make this trip in the near future.

Special Agent W. J. Drayton suggested that a circular letter be forwarded to all police departments throughout the United States requesting them to advise the Bureau of all cases in which a murder is perpetrated by stabbing the victim in the back with a sharp instrument. The Conference does not believe that any practical purpose would be served by the distribution of such a circular letter, and does not recommend the adoption of this suggestion.

The suggestion has been submitted that all employees of the Seattle Times be investigated, and that an investigation be conducted of all persons subscribing to the Seattle Times just prior to the kidnap period. The Conference recommends that this suggestion be submitted to the Special Agent in Charge at Seattle for appropriate consideration at such time as the personnel and the status of other leads in this case will permit.

Memo for Director

-3-

2/12/38

The suggestion was made that all florists in the vicinity of Seattle and Tacoma be investigated, in view of the fact that a huckleberry leaf was found upon the body of the victim, since, according to the Agent submitting the suggestion, huckleberry leaves are used as a base for a great many floral designs. The Agent also suggested that the sharp instrument might have been used by a florist. The Conference believes that this suggestion should be submitted to the Agent in Charge of the Seattle Office for appropriate consideration whenever it is possible to investigate general suggestions of this kind.

Special Agent Frank Smith of the Oklahoma City Office suggested that information concerning the suspect be furnished to the various penitentiaries throughout the United States, and that slides with the photograph of the subject be shown at the assembly and during movie periods at the penitentiaries. The Conference feels that in view of the apparent inadequacy of the artist's conception of the kidnaper, general leads of this kind based upon the kidnaper's physical description are not worthy of consideration, and does not recommend the adoption of this suggestion.

Respectfully,
For the Conference,

CLYDE TOLSON,
Chairman.

W. R. GLAVIN,
Secretary.

WRG:atw

February 17, 1938.

MEMORANDUM FOR THE DIRECTOR

The Conference considered the suggestion of the advisability of furnishing new Cardex Albums to various field offices for use in maintaining bank robbery and confidence men albums in those offices. Two requests for such albums were brought before the Conference at the time this suggestion was considered. The Conference was advised that at the present time, each field office is equipped with a bank robbery album even though this album may not be the portable cardex album and it is not believed that a change in albums should be made at this time.

If approved by you, there are attached hereto communications addressed to the SAC's at St. Paul, Minnesota and Philadelphia, Pennsylvania disapproving their requests for such albums. Those present were Messrs. Nathan, Tolson, Tamm and Glavin.

Respectfully submitted,
FOR THE CONFERENCE,

Clyde Tolson,
Chairman,

W. R. Glavin,
Secretary.

RECORDED
&
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66-2554-1116

FEDERAL BUREAU OF INVESTIGATION

FEB 24 1938 A.M.

FILE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 393,013
DATE 7/5/90 BY SP5/lon

COPY
HRG:MTS

Feb. 16, 1938

MEMORANDUM FOR THE DIRECTOR

The Conference considered a suggestion submitted by A. P. Gunsser of the Chief Clerk's Office for revising the monthly overtime report for field offices.

The overtime report as revised, which gives a sharp definition between Special Agents, stenographers, and clerk-typists would prove easier to maintain in both the field offices and at the Seat of Government. A form letter was also submitted at the same time for approval covering the revised monthly overtime report and also advising the field that in the future all Special Agents shall include as the last entry on their daily reports the overtime performed by them during the day.

The Conference, consisting of Messrs. Tolson, Nathan, and Glavin, approved the suggestion and the attached form letter, if approved by you, will be sent to all field offices.

Respectfully,
For the Conference,

OK JEH

Clyde Tolson,
Chairman

W. R. Glavin,
Sec'y

66-1976-3647

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RECORDED

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 7/5/90 BY SP5CJ/MS

66-2554-1116X	
FEDERAL BUREAU OF INVESTIGATION	
MAR 26 1938 A.M.	
U. S. DEPARTMENT OF JUSTICE	
TOLSON	FILE
CH. CLERK	FOUR
EXAMINER	

WRG:MTS

February 16, 1938.

MEMORANDUM FOR THE DIRECTOR

The Conference considered a suggestion submitted by Special Agent in Charge Jay C. Newman of the Detroit Office that scales and a measuring device be furnished the Detroit Field Office so that suspects and individuals being fingerprinted for personal identification purposes could be weighed accurately and their exact height secured.

The Conference, consisting of Messrs. Tolson, Nathan, and Glavin, was unanimously opposed to furnishing scales or a measuring device for the purpose suggested in Mr. Newman's communication, it being pointed out that reasonably accurate height measurements and weights could be secured without using either scales or measuring devices.

There is attached hereto a communication addressed to Mr. Newman concerning this matter.

Respectfully,
For the Conference,

Clyde Tolson,
Chairman,

W. R. Glavin,
Secretary.

RECORDED
&
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66-2554-1117

FILED

FEB 21 1938

U.S. DEPT. OF JUSTICE

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ADJUTANT GENERAL

ORIGINAL FILED IN 66-2554-1

HHC:VO

February 19, 1938.

MEMORANDUM FOR THE DIRECTOR

mi
The Executive Conference, with Messrs. Tolson, Glavin, Nathan and Clegg present, considered the suggestion of SAC R. L. Shivers that resident agents be furnished duplicate sources of information cards and confidential informants lists covering those individuals residing in the area covered by the resident agents.

The Executive Conference recommended unfavorably, feeling that there should not be set up a separate or special administrative system in each resident agency headquarters. It was also felt that resident agents could acquire such information as needed from the SAC either by correspondence or when in the headquarters office and if necessary telegraphic or telephonic communications might procure any necessary data of this type.

If the above is approved, a letter is being addressed to SAC Shivers accordingly.

Respectfully,

FOR THE CONFERENCE,

Clyde Tolson,
Chairman.

W. R. Glavin,
Secretary.

cc: Mr. Glavin.

mi
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 32303
DATE 7/5/90 BY SP5CVM/S

ORIGINAL FILED IN 66-25542-2763

66-2554-1118

FEB 25 1938 P.M.	
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THQ:VG

February 23, 1938

MEMORANDUM FOR THE DIRECTOR

7m
The Executive Conference, with Messrs. Tolson, Glavin, Nathan and Clegg present, considered the suggestion of Mr. Coffey that practical problems be printed up for use before retraining classes in order that a practical demonstration and use of the electric photostating apparatus may be engaged in by trainees.

The Conference recommended favorably with reference to this suggestion and, if approved, Mr. Coffey is being advised accordingly.

Respectfully,

FOR THE CONFERENCE.

Clyde Tolson,
Chairman.

W. R. Glavin,
Secretary.

cc: Mr. Glavin.

ORIGINAL FILED IN 1-19-134

RECORDED

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ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/15/90 BY SP5cloms

66-2554-1119	
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SERIALIZED	FILED
FEB 25 1938	
FBI - NEW YORK	

HHG:VG

February 19, 1938.

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, with Messrs. Tolson, Glavin, Nathan and Glegg present, considered the suggestion of Special Agent (A) J. E. Hynes made to Inspector Foxworth that in addition to the special squad which handles kidnaping cases an undercover squad also be assigned to such cases. It was suggested that since the special squad establishes headquarters which become known to newspaper representatives and others the undercover squad could continue to operate from a different headquarters with a more limited amount of interference.

The Conference felt that when this action is indicated as being necessary it should, of course, be undertaken but that in many instances it would be unnecessary and therefore it was not felt that any standardized rule should be established but that each case should be considered on its own merits.

If the above is approved, a letter is being addressed to Mr. Hynes accordingly.

Respectfully,

FOR THE CONFERENCE.

Clyde Tolson,
Chairman.

W. R. Glavin,
Secretary.

cc: Mr. Glavin.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 7/5/78 BY SP5C11 DMS

RECORDED

66-2554-1120

FEB 20 1938

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ORIGINAL FILED IN 66-2554-263

C
O
P
Y
JOHN EDGAR HOOVER
DIRECTOR

FEDERAL BUREAU OF INVESTIGATION

UNITED STATES DEPARTMENT OF JUSTICE

WASHINGTON, D. C.

WRG:atw

February 18, 1938.

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered the advisability of this Bureau's requesting space in Federal buildings for use of its Resident Agents on a country-wide basis. This matter was brought up through the receipt of a memorandum from Mr. Quinn dated February 2, 1938, wherein he requests that we furnish him with a list where Resident Agents are stationed so that space assignments for those Agents can be taken into consideration in any plans for new buildings.

The Conference unanimously approved the idea of securing space in Federal buildings for its Resident Agents. It pointed out that in the majority of instances, one room would be sufficient for Resident Agents' use; however, in some of the larger cities, it might be desirable to request the assignment of two rooms for use of its Resident Agents.

If approved by you, the appropriate list will be forwarded to Mr. Quinn.

Respectfully submitted,
FOR THE CONFERENCE,

Clyde Tolson, Chairman,

W. R. Gavin, Secretary.

RECORDED

66-2554 - 1121

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ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 303,013
DATE 7/15/90 BY SP5/10m3

ORIGINAL FILED IN 66-2554-1121

REG:MTS

February 23, 1938.

MEMORANDUM FOR THE DIRECTOR

The Conference considered the suggestion submitted by John J. Horgan, a clerk in the Research Section, under date of February 18, 1938, regarding the purchase of airplanes for the official use of the Bureau.

It is pointed out that the Conference has considered this matter in the past on numerous occasions and has unanimously opposed such purchase at the present time due to the huge maintenance and upkeep costs.

There is attached hereto a communication addressed to Mr. Horgan concerning this matter.

Those present were Messrs. Clegg, Nathan, Tamm, Tolson, and Glavin.

Respectfully,
For the Conference,

Clyde Tolson,
Chairman,

W. E. Glavin,
Secretary.

RECORDED

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 303,013
DATE 7/5/90 BY SP5CJL/MS

66-2554-1122

SEARCHED INDEXED
SERIALIZED FILED
FEB 24 1938
FBI - BOSTON

W. E. GLAVIN
SECRETARY

66-3918-560

NRG:atw.

February 19, 1938.

MEMORANDUM FOR THE DIRECTOR

The Conference considered a suggestion submitted by SAC Hanni of the Aberdeen Office dated February 7, 1938, wherein it was suggested that railroad flares be issued for each Bureau car to be used on highways when car trouble occurs. Mr. Hanni points out that Special Agent (A) Allan J. Bryden of the Aberdeen Division while repairing a flat tire recently had very poor visibility on the highway; the road bed was not wide enough for a car stopping to pull alongside the road; and that the Agent during the changing of the tire, was very apprehensive of any vehicle coming along and not seeing his stalled car.

The Conference was advised that railroad flares, such as mentioned by SAC Hanni burned for approximately twenty minutes and retailed for approximately 17¢ each. It was understood that much better prices could be secured if bought in the bulk.

The Conference was of the opinion that before issuing such flares for use by various Special Agents using government-owned automobiles a composite opinion be secured from certain field officials, it being suggested that this matter be referred to the attention of SACs Brantley, Ladd, Conroy, Gurnea and Inspector Connelley. If approved by you, there are attached hereto communications addressed to the above-mentioned persons concerning this matter. Mr. Hanni is being advised that this matter is being given Bureau consideration.

Those present were Messrs. Nathan, Tolson, Tamm, Clegg and Glavin.

Respectfully submitted,
FOR THE CONFERENCE,

Clyde Tolson,
Chairman,

W. R. Glavin,
Secretary.

RECORDED

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/5/90 BY SP5CJL/m5

ORIGINAL FILED IN 66-1980-7-912

66-2554-1123	
FEB 21 1938 A.M.	
U.S. DEPT. OF JUSTICE	
TOLSON	FILE

WRG:atw

February 18, 1938

MEMORANDUM FOR THE DIRECTOR

The Conference considered a suggestion submitted by SAC Hanson dated February 1, 1938, concerning the maintenance of flashlight batteries. Mr. Hanson's communication of reference stated he believed the Bureau was in error in issuing instructions that flashlight batteries be kept in the flashlights when not in use. Mr. Hanson pointed out that even though such batteries are inspected frequently, it is possible for them to corrode and ruin the flashlights, making it necessary to replace not only the battery, but the entire flashlight.

The Conference was of the opinion that even though this may be a fact, in the event weekly inspections are made of this equipment, it is not believed that there will be any corrosion to such an extent as to ruin the flashlight itself, it further pointing out that the desirability of having such equipment ready for any emergency use would more than offset any small percentage of flashlights ruined by battery corrosion.

I am attaching hereto a communication addressed to Mr. Hanson concerning this matter. Those present were Messrs. Tolson, Nathan, Tamm and Glavin.

Respectfully submitted,
FOR THE CONFERENCE,

RECORDED

66-2554-1124
Glyde Tolson,
Chairman,

W. R. Glavin,
Secretary.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323013
DATE 7/5/90 BY SP5C/LMS

ORIGINAL FILED IN 66-1980-7-939

WRG:atw

February 10, 1938

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered a suggestion submitted by Mr. Harbo under date of December 30, 1937, regarding the printing of a supply of individual offense reports and arrest record forms for distribution to local law enforcement officials throughout the country. Copies of the report forms in question are attached hereto.

Mr. Harbo had stated that the number of copies of the offense report and supplementary offense report which might be requested annually by local agencies if free distribution were undertaken would probably range from 1,000,000 to 5,000,000, the cost of which would be \$1,700 to \$8,500. The cost of an equivalent number of supplementary offense report forms would be substantially the same. Mr. Harbo believes that from 1,000,000 to 15,000,000 of the arrest record might be requested by local agencies, which would cost from \$920 to \$13,800. It was pointed out that the annual cost of furnishing the forms aforementioned might possibly be estimated as ranging between \$4,320 and \$30,800, depending upon how many of the local agencies requested the forms. It is Mr. Harbo's opinion that the minimum number indicated would be sufficient to comply with the demand for the forms.

The Conference was further advised that Mr. Harbo had consulted Mr. Renneberger regarding the preparation of these forms in the Mechanical Section. Mr. Renneberger had estimated the cost of \$1,540 to print 1,000,000 copies of the offense report, \$1,540 to print 1,000,000 copies of the supplementary offense report, and \$770 to print 1,000,000 copies of the arrest record form, or a total of \$3,850 for 3,000,000 copies all told. Mr. Harbo has advised that the same number of forms at the Government Printing Office would cost \$4,265.80. Harbo and Renneberger had not taken into consideration the cost for multilith machines and perhaps additional clerical help. It was brought to the attention of the Conference that a multilith machine would cost approximately \$3,000 and there would be additional expense in personnel to prepare these forms. It was further pointed out to the Conference that this is a project which is solely printing and it is believed one which should be handled by the Government Printing Office and not by the Mechanical Section of the Bureau.

RECORDED

66-2554-1125

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323613
DATE 7/5/90 BY SP5C11Dms

COLSON
FEB 12 1938 A.M.
FBI
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ORIGINAL FILED IN 33-1-14427

February 10, 1938

The members of the Conference, with the exception of Mr. Glegg, were of the opinion that the printing of such forms should not be undertaken by the Bureau at the present time due to the amount involved should a maximum use of the forms be made by the various police departments throughout the country. Mr. Glegg recommended that such forms be distributed for a period of approximately three years in order to establish uniformity of police records throughout the country; that when such forms are sent out the contributing officials be advised that they will be furnished for only a period of three years and after that period, it would be necessary for those law enforcement agencies using the forms to have them printed at their own expense. It was pointed out during the conference that samples of these forms are now available and are distributed by Mr. Harbo as needed; however, there is no country-wide distribution of them.

Respectfully,
FOR THE CONFERENCE,

Clyde Tolson,
Chairman,

W. R. Glavin,
Secretary.

HMC:RLC

February 21, 1938.

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered the suggestion of Special Agent W. H. Osborne, as made to Inspector Foxworth, that future purchases of thirty caliber rifles be made of the Army type rifle instead of the sporter type presently used in the Bureau.

It was pointed out that the Army type rifle with the wood casing over the barrel makes it more easy to handle after extended firing and also this rifle is a more durable weapon for fighting in close quarters during which this rifle could be used as a club.

It was recommended by the Conference that this matter be referred to Messrs. Gurnea, Nitschke, Baughman and Walsh for their opinion.

If this is approved, there are attached a letter to Special Agent Osborne and a memorandum to the firearms instructors mentioned.

Respectfully,
For the Conference,

Clyde Tolson,
Chairman.

W. E. Glavin,
Secretary.

Enclosure.

CC: Mr. Glavin.

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INDEXED

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/5/90 BY SP5cl/mms

66-2554-1125X
FEDERAL BUREAU OF INVESTIGATION
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HRC:VG

February 23, 1938

MEMORANDUM FOR THE DIRECTOR

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The Executive Conference, with Messrs. Tolson, Glavin, Nathan and Glegg present, considered the recommendation of Mr. Hince that committees be appointed to consider the formulation of definite schedules of equipment needed in small, medium and large sized cities for firearms work, fingerprint Bureaus, Laboratory sections and Record Divisions.

The Conference recommended favorably with reference to this suggestion and it was recommended that a committee consisting of Mr. Gurnea, Mr. Coffey, Mr. Harbo, Mr. Hince and Mr. Schilder prepare a schedule of their recommendations for each type of police department and for each type of equipment mentioned as being necessary in order that this information may be available and in order that the Bureau's advice to police organizations may be consistent.

If the above is approved, there are attached memoranda for the suggested committee members requesting that they submit their recommendations accordingly.

Respectfully,

FOR THE CONFERENCE.

RECORDED

Clyde Tolson,
Chairman.

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INDEXED

W. R. Glavin,
Secretary.

cc: Mr. Glavin.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/5/90 BY SP5CJL/oms

62-50401-2

66-2554-1126
MAR 8 1938
TOLSON
GLAVIN
NATHAN
GLEGG
HINCIN
SCHILDER
GURNEA
COFFEY
HARBO
HARRIS
JONES
KANE
LADD
MAGUIRE
MURPHY
NICHOLS
ROSEN
TRACY
WATSON
WHELAN
WILLIAMS
WYATT
ZIEGLER

HHO:WHH

January 27, 1938.

MEMORANDUM FOR THE DIRECTOR

Frank R.
The Executive Conference, with Messrs. Tolson, Glavin, Nathan, Tamm, and Olegg present, considered the letter addressed to the Attorney General by Chairman McNinch of the Federal Communications Commission, wherein information is requested as to whether the Department desires to comment upon the authorization for the New Orleans Police Department to communicate, by means of its radio station, with Mexico City and Havana concerning police work. It was indicated that a considerable amount of emergency traffic relating to law enforcement matters is handled by this station.

It was the opinion of the Conference that a letter from the Attorney General to Chairman McNinch should again refer to the Department's letter of September 15, 1937, wherein the opinion and policy of the Department was set forth, and that reference should be made to the fact that it was believed that this letter covered the entire situation satisfactorily, so that emergency matters could be handled when necessary.

If this is approved there is attached a letter addressed to Chairman McNinch for the signature of the Attorney General.

Respectfully,
FOR THE CONFERENCE,

Clyde Tolson,
Chairman,

RECORDED

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INDEXED

W. R. Glavin, FBI
Secretary.

CC: Mr. Glavin.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/5/90 BY SP5CJL/oms

62-34450-1631X

HHC:VG

February 7, 1938.

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, with Messrs. Tolson, Glavin, Nathan and Clegg present, considered the suggestions of clerical employee J. H. Hinds of the Kansas City Office, as follows:

1. That the Bureau prepare a form letter to be used by field offices in cancelling Wanted Notices filed with the Bureau.
2. That the Bureau prepare a form letter for use by field offices in cancelling Wanted Notices filed with Motor Vehicle Registration Departments in several states.

The Conference recommended unfavorably with reference to both of the above suggestions due to the fact that some offices might not need such form letters and those offices in need of them have mimeograph and duplicating equipment for preparing the necessary forms when they become advisable.

3. Mr. Hinds suggests that the names of individuals who extend invitations to Bureau representatives to make speeches and addresses be considered as informants or valuable contacts that their names be placed in the source of information file.

The Conference recommended unfavorably relative to this suggestion feeling that in most instances the individual, extending the invitation in behalf of some group, is not necessarily a potential source of information and in the event too many names of a worthless type are placed in the file its value would be considerably reduced.

If the above recommendations are approved, the Kansas City Office is being advised accordingly.

RECORDED & INDEXED
Respectfully,

FOR THE CONFERENCE,

Olyde Tolson,
Chairman.

W. R. Glavin,
Secretary.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 333,613
DATE 3/5/96 BY SP5C110ms

cc: Mr. Glavin.

66-2554-1128

FEDERAL BUREAU OF INVESTIGATION	
FEB 16 1938 A.M.	
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TOLSON	FILE
CLEGG	FOUR

ORIGINAL FILED IN 66-2554-1128

WRG:MTS

February 17, 1938.

MEMORANDUM FOR THE DIRECTOR

The Conference considered certain suggestions submitted by Special Agent W. F. Wood during his recent attendance at retraining school in connection with the Bureau's automobiles. His suggestions were as follows:

1. That a small push and pull switch for the use of the siren be placed at the bottom of the dash to the left of the steering post so that it could be more easily manipulated than the present siren buttons which are installed in the front of the driver's compartment.

The Conference was of the opinion that no benefit would be derived by installing such a switch to be used in place of the present buttons installed in the Bureau's automobiles. Mr. Clegg submitted this suggestion to Mr. E. J. Connelley during his recent visit to Washington. Mr. Connelley stated he would not be in favor of such a switch to control the siren unless this switch were to take the place of the one or two floor switches in the car; that if it were to replace the floor switches he would favor it.

2. That spotlights be permanently attached on Bureau-owned automobiles in territories where the usefulness of such spotlights would be apparent.

The Conference was opposed to so attaching spotlights to Bureau-owned automobiles; it being pointed out that portable spotlights are now available for use in the various field offices and can be assigned to automobiles as desired. Mr. Connelley, in reviewing this suggestion, stated that there were already so many gadgets on the automobiles that this spotlight would merely identify the car as a Bureau or official car and he opposed the idea.

3. That the red light be put in the center of the dash so that it could be reached by both the driver and the person accompanying him.

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ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 2/5/90 BY SP5CJL/OW

66-2554-1129

SEARCHED	INDEXED
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FEB 18 1938

U.S. DEPT. OF JUSTICE

ORIGINAL FILED IN 66-2554-1129-7-7447

February 17, 1938.

The Conference could see no benefit to the driver by changing the position of the red light from the top right of the driver's compartment where it is installed at the present time to a center installation. Mr. Connelley recommended that there be no change, as the driver in fact could reach the socket as well as he could reach the light bulb in the glove compartment. It is noted that these lights are not in use while carried in the glove compartments in the various cars.

Inasmuch as these suggestions have been made available to Mr. Connelley, representing the field service, no circularization is being made to other Special Agents in Charge concerning the suggestions submitted.

Those present were Messrs. Tolson, Nathan, Tamm, and Glavin.

Respectfully,
For the Conference,

Clyde Tolson,
Chairman,

W. R. Glavin,
Secretary.

HHC:VG

February 28, 1938.

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, with Messrs. Tolson, Glavin, Nathan, Tamm and Clegg present, considered the various recommendations which are being received by the Bureau from Special Agents in Charge that the rule presently existing which requires that one copy of all serials must at all times be maintained in field office files be discontinued and the old rule, previously in existence, whereby the serials might be removed from the files with the express permission of the Special Agent in Charge, be placed again in effect.

It appears that the recently-announced regulation will call for additional typing work and that in some instances will delay investigations, which are not sufficiently compensated for by the advantages which this rule may be found to have.

If approved, there is attached a suggested bulletin in accordance with the above.

Respectfully,

FOR THE CONFERENCE,

Clyde Tolson,
Chairman.

W. R. Glavin,
Secretary.

cc: Mr. Glavin.

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66-2554-1130

FEDERAL BUREAU OF INVESTIGATION

MAR 3 1938

U. S. DEPARTMENT OF JUSTICE

STAMPED: SEARCHED, SERIALIZED, INDEXED, FILED

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 303,613
DATE 7/5/90 BY SP5CJ/VMS

ORIGINAL FILED IN 66-5439-21

HHC:RLC

February 21, 1938.

MEMORANDUM FOR THE DIRECTOR

Mr. Goudge has submitted a memorandum concerning the program of physical training in the New York Office. He has suggested Special Agents Rutzen, Cotter, Lannan, McDade, McInerney, Martin and Meyer as qualified to supervise this training. He also recommends that in addition to the physical training that instruction work in the technique of arrests, searches, jui-jitsu and handcuffing be given. He also submitted a program for one hour physical training.

Following the consideration of this matter it was ascertained from Inspector Tracy that there were no showers in or adjacent to the rooms in which the gymnasium would be set up in New York. It would be necessary for Agents to leave the office in bathrobes, go down an elevator which is accessible to other employees of the Building and then through a public corridor in bathrobes to reach the rooms available for the gymnasium.

This was believed to be undesirable by the members of the conference and it was recommended that when next a representative of the Executive Conference was in New York he should look particularly into this matter with a view to ascertaining if any additional steps could be taken to remedy the objectionable features which currently exist.

It was therefore recommended that there be no course of physical training in the New York Office so long as there was an absence of suitably located shower facilities.

If this is approved, there is attached hereto a letter addressed to Mr. Vetterli accordingly and also a memorandum addressed to the members of the Executive Conference in keeping with the above suggestion.

Respectfully,
For the Conference,

Clyde Tolson, 66-2554-1131
Chairman.

RECORDED

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323013
DATE 7/5/90 BY SP5CJ/MS

W. R. Glavin,
Secretary.

Enclosure.
CC: Mr. Glavin.

ORIGINAL FILED IN 66-2554-8838

FEB 25 1938
RECEIVED
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PERSONNEL

WRG:MTS

February 26, 1938.

Conf

MEMORANDUM FOR THE DIRECTOR

Exp. this Conf. Memo

The Conference considered a suggestion submitted by Special Agent (A) Thomas M. Mulherin under date of February 14, 1938. Agent Mulherin suggests that the stenographic test be given at the rate of 100 words a minute instead of 125 words a minute, in view of the fact that many good stenographers, because they lack the proper dictation, do not maintain their speed and as a result thereof cannot successfully pass the Bureau's stenographic tests.

The Conference points out that the Bureau's stenographic test at the present time is given at the rate of 120 words per minute and unanimously opposed any change in the requirements to permit stenographers to take the test at the rate of 100 words per minute.

There is attached hereto a communication addressed to Mr. Mulherin concerning this matter.

Those present were Messrs. Tamm, Tolson, Nathan, Clegg, and Glavin.

Respectfully,
For the Conference,

Clyde Tolson,
Chairman,

W. R. Glavin,
Secretary.

RECORDED
INDEXED

66-2554-1132

FEDERAL BUREAU OF INVESTIGATION

MAR 1 1938

DIRECTOR

ASSISTANT ATTORNEY GENERAL

FILE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,913
DATE 7/5/90 BY SP5CJL/mjs

ORIGINAL FILED IN 66-2160-237

BHG:VG

February 19, 1938.

MEMORANDUM FOR THE DIRECTOR

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Q-3
The Executive Conference, with Messrs. Tolson, Glavin, Nathan and Glegg present, considered the inquiry from the Richmond Office as to whether the Bureau's experts would testify in a case when it is expected that for qualification purposes a graduate of the FBI National Police Academy from another police organization would likewise be called in to testify. In this particular instance, the Bureau made the identification for Chief of Police Frank Still of Appalachia, Virginia. Still is a graduate of the FBI National Police Academy. Chief Still desired to use the services of Mr. Charles Lineback of the Kingsport, Tennessee, Police Department, a fingerprint identification man who is also a graduate of the Academy. The Chief believed that Mr. Lineback, a resident in the same community, might fortify the State's case.

The Executive Conference recommended that in those instances where police graduates are involved and where the Training Division is satisfied that the graduate is qualified as an expert and it appeared advisable to give him the experience of testifying in corroboration of the testimony given by the Bureau's expert, it would be considered advisable when this action was requested for both the Bureau's representative and the NPA graduate to testify, on the same matter. This would establish more definitely the qualifications of the police school graduate when he was judged to be qualified and might in some instances eliminate the necessity of Bureau representatives having to proceed to testify because a police academy graduate had already qualified as an expert in this phase of fingerprint work. It is recommended that in each instance the Training Division pass upon the desirability of such action in view of the knowledge of representatives of the Training Division with reference to the qualifications of the graduates of the Police Academy as expert witnesses.

RECORDED & INDEXED

66-2554-1133

If the above is approved, the Richmond Office is being advised accordingly.

Respectfully,
FOR THE CONFERENCE.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323013
DATE 7/3/90 BY SP5CUM/S

Clyde Tolson,
Chairman.

W. R. Glavin,
Secretary.

cc: Mr. Glavin.

ORIGINAL FILED IN 66-2554-1133

EAT:RP

February 26, 1938.

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered the suggestion submitted by Inspectors Egan and Tracy that the present Bureau rule allowing an Agent in Charge to assign an Accountant to regular Agent's work without permission from the Bureau be abrogated and a regulation issued permitting Accountants to be used on Agent's work only with the specific authorization of the Bureau.

The Conference feels that this regulation would create a hardship in some cases, particularly of an emergency nature, and believes that the present regulation, if rigidly enforced, will adequately meet the need for keeping Accountants on accounting work. The Conference recommends that the attached bulletin be issued, directing the attention of all Special Agents in Charge to the necessity for securing specific Bureau authorization in each instance where an Accountant is used on Agent's work in excess of five days.

Those in attendance at this session of the Conference were Messrs. Nathan, Tolson, Clegg, Glavin and Tamm.

Respectfully,
For the Conference,

Clyde Tolson, Chairman.

W. R. Glavin, Secretary.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 7/5/90 BY SP5CJ/VMS

RECORDED

66-2554-1134

U. S. DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION
RECEIVED
FEB 27 1938
U. S. DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION
RECEIVED
FEB 27 1938

ORIGINAL FILED IN 66-2554-1134

8
HRC:VG

February 23, 1928

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, with Messrs. Tolson, Glavin, Nathan and Glegg present, considered the suggestion of SAC R. H. Colvin that firearms training in the El Paso Division begin in April instead of May in order to eliminate firearms training during the hottest month in the El Paso area.

The Executive Conference recommended unfavorably, believing that no deviation should be made from the approved firearms schedule.

If the above is approved, a letter is being addressed to SAC Colvin accordingly.

Respectfully,

FOR THE CONFERENCE,

Glyde Tolson,
Chairman,

W. R. Glavin,
Secretary.

cc: Mr. Glavin.

RECORDED

66-2554-1135

SEARCHED	INDEXED
SERIALIZED	FILED
FEB 23 1928 A.M.	
U.S. DEPARTMENT OF JUSTICE	

RECEIVED
FEB 23 1928
U.S. DEPARTMENT OF JUSTICE

ORIGINAL FILED IN 66-2554-1135

WRG:atw

February 18, 1938.

MEMORANDUM FOR THE DIRECTOR.

The Conference considered a suggestion submitted by SAC C. C. Spears concerning photographic equipment. Mr. Spears suggested that the Bureau consider furnishing the various field offices with a camera larger than the Reconar Camera for the purpose of taking photographs of individuals in the office.

The Conference pointed out that the Bureau at the present time has under consideration the equipping of the entire field service with the Speed Graphic camera which it is believed will adequately take care of the field's needs.

He also suggested that the Bureau consider constructing a small dark room for use of the Portland Division.

The Conference is of the opinion that construction of such dark rooms is inadvisable at the present time. It is further pointed out that the services of good commercial concerns can be secured at a moment's notice to make any emergency developments of prints that might be desired. There is attached hereto a communication addressed to Mr. Spears concerning this matter.

Those present were Messrs. Nathan, Tolson, Tamm and Glavin.

Respectfully submitted,
FOR THE CONFERENCE,

Clyde Tolson,
Chairman,

W. R. Glavin,
Secretary.

RECORDED

ORIGINAL FILED IN 66-6116-60

66-2554 - 1/36

CC

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 7/15/90 BY SP5C110ms

EAT:RP

March 4, 1938.

MEMORANDUM FOR THE DIRECTOR

ag
The Executive Conference considered the attached bulletin entitled "Designation of Interoffice Identification Bulletin Number in the Title of Investigative Reports" and was unanimously in favor of the submission of this bulletin to the field.

Those in attendance at this session of the Conference were Messrs. Tolson, Nathan, Clegg, Glavin and Tamm.

Respectfully,
For the Conference,

Clyde Tolson, Chairman.

W. R. Glavin, Secretary.

RECORDED

66-2554-1137
FEDERAL BUREAU OF INVESTIGATION
MAR 10 1938
U. S. DEPT. OF JUSTICE
FILE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/5/90 BY SP5CJ/DM/S

66-2554-360
ORIGINAL FILED IN

EAT:RP

March 1, 1938.

MEMORANDUM FOR THE DIRECTOR

X
The Executive Conference considered a suggestion submitted by Supervisor Lawler that a system be installed in the file room whereby the names of all law enforcement officers appearing in investigative reports, letters, etc., be indexed. Mr. Lawler made this suggestion in order to facilitate the preparation of memoranda dealing with the activities of law enforcement officers.

The Conference points out that this procedure would necessitate the indexing of hundreds and hundreds of names each day and the Conference doubts that a minute use would ever be made of these references. For this reason, the Conference recommends against the adoption of this procedure, feeling that the time utilized in checking the files pertaining to a particular law enforcement agency will not be comparable at all to the cost and labor involved in indexing all names appearing in reports and letters.

If you approve this view upon this suggestion Mr. Lawler will be appropriately advised.

Those in attendance at this session of the Executive Conference were Messrs. Tolson, Nathan, Clegg, Gavin and Tamm.

Respectfully,
For the Conference,

Clyde Tolson, Chairman.

W. R. Glavin, Secretary.

RECORDED

66-2554-1138
FEDERAL BUREAU OF INVESTIGATION
MAR 9 1938
U.S. DEPT. OF JUSTICE
FILE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/5/90 BY SP5/MS/S

ORIGINAL FILED IN 66-2554-28

C O P Y

FEDERAL BUREAU OF INVESTIGATION

JEL:RD

WASHINGTON, D. C.

January 27, 1938

MEMORANDUM FOR MR. TAMM

Re: ~~X~~ Indexing Law Enforcement Officers
~~X~~ in File Room

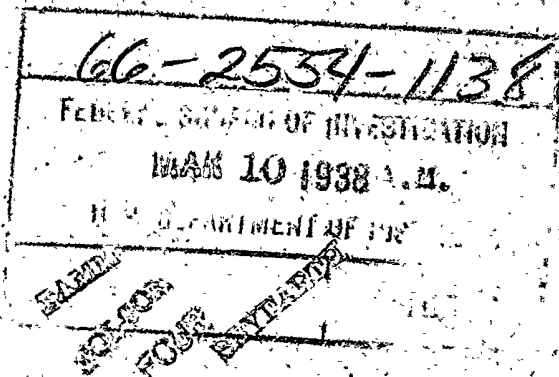
Mr. Seyfarth of the File Room has advised the writer that the names of law enforcement officers are not indexed in the File Room.

May I suggest that the indexing of the names of law enforcement officers in the File Room be considered. I have in mind the preparation of a memorandum concerning the lack of cooperation on the part of Mat Leach in which it was necessary to review each and every serial in the voluminous Brady file.

Respectfully,

J. E. Lawler

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/5/90 BY SP5CUM/MS



ORIGINAL FILED IN

66-5084-28

EAT:RP
66-2555-237

March 1, 1938.

MEMORANDUM FOR THE DIRECTOR

X
Q
B
The Executive Conference considered the suggestion of Special Agent in Charge Hammi that wanted circulars and Identification Orders be distributed to railroad depots and bus depots throughout the United States.

The Conference is of the opinion that because such a distribution for all Identification Orders and wanted notices would be so prohibitive as to make the suggestion impossible for adoption, no affirmative action should be taken. It is estimated that the adoption of this suggestion would necessitate the printing of 600,000 copies of all Identification Orders, wanted circulars, etc., and that obviously the great bulk of these circulars and Identification Orders would reach points which would never result in information of any value to the Bureau. The Conference feels that in individual cases of unusual importance this procedure may be followed, but does not recommend its adoption for application to all cases.

Mr. Hammi is being advised in the attached letter as to the Bureau's reaction to his suggestion.

Those in attendance at this session of the Conference were Messrs. Tolson, Nathan, Clegg, Glavin and Tamm.

Respectfully,
For the Conference,

Clyde Tolson, Chairman.

W. R. Glavin, Secretary.

RECORDED
&
INDEXED

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 7/5/90 BY SP5CJ/MS

ORIGINAL FILED IN 66-2555-237

66-2554-1139
MAR 10 1938 A.M.
FBI
FUG SLE
IDENT DIV

610 Alonzo-Ward Hotel Building
Aberdeen, South Dakota.

Feb.
7th,
1938.

Director,
Federal Bureau of Investigation,
Washington, D. C.

Dear Sir:

The writer is of the opinion that much assistance and information would be gained if Wanted Circulars and Identification Orders could be distributed to Railroad Depots and Bus Depots throughout the United States.

I am not aware whether or not it would be necessary to obtain authority from the Railroad Companies for such posting. In any event, consideration should be given to endeavoring to place these Wanted Circulars and Identification Orders before the above named public places.

Will you please advise me relative to your decision in this matter?

Very truly yours,

WERNER HANNI
Special Agent in Charge

WH:A

RECORDED
&
INDEXED

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 923013
DATE 7/5/90 BY SP5clm

66-2554-439

MAILED 100 1938

SEARCHED
SERIALIZED
INDEXED
FILED

ORIGINAL FILED IN 66-2554-439

HHG:EG

February 24, 1938.

MEMORANDUM FOR THE DIRECTOR

The Executive Conference recommended that there be printed and distributed to field offices copies of the memorandum dated January 30, 1938, prepared by Special Agent in Charge V. W. Peterson as to the preparation of special index cards to cover the details of major investigations. Due to the informative value of the contents of this memorandum and due to the suggestion which has already been approved that this information be obtained and distributed, it is recommended that five copies of the inclosure be furnished to each field office as a record and for guidance.

Those present were Messrs. Tolson, Nathan, Glavin, Tamm and Clegg.

If this is approved, there is attached hereto a form letter for the purpose of transmitting this memorandum to all field offices.

Respectfully,
FOR THE CONFERENCE,

Clyde Tolson,
Chairman.

W. R. Glavin,
Secretary.

RECORDED
&
INDEXED.

cc-Mr. Glavin

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 393,013
DATE 7/5/90 BY SP5CJL/mjs

66-2554-1139X

FEDERAL BUREAU OF INVESTIGATION	
MAR 23 1938 P.M.	
U.S. DEPARTMENT OF JUSTICE	
TOLESON	GLAVIN
TAMM	CLEGG
FOURTH	POST.
FEB 25 1938	

ORIGINAL FILED IN 66-2554-1139

EAT:RP:VF

February 28, 1938

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered the attached Bureau Bulletin entitled, "Medical Questionnaires in War Risk Insurance Cases," and was unanimously in favor of the submission of this bulletin to the field.

Those in attendance at this session of the Conference were Messrs. Tolson, Nathan, Clegg, Glavin and Tamm.

Respectfully,
For the Conference,

Clyde Tolson, Chairman.

W. R. Glavin, Secretary.

Mr. Nathan
Mr. Tolson
Mr. Baughman
Mr. Clegg
Mr. Coffey
Mr. Crowl
Mr. Egan
Mr. Foxworth
Mr. Glavin
Mr. Harbo
Mr. Hendon
Mr. Lester
Mr. McGuire
Mr. Mumford
Mr. Nichols
Mr. Pennington
Mr. Schilder
Mr. Tamm
Mr. Tracy
Miss Gandy

RECORDED
&
INDEXED

66-2554-1140
FEDERAL BUREAU OF INVESTIGATION
MAR 11 1938 P. M.
U. S. DEPT. OF JUSTICE
TOLSON
TAMM
LEW. GLA.
MEMO
FILE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/5/90 BY SPCL/MS

87-1-837

EAT:RP

February 28, 1938.

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered the attached Bureau Bulletin entitled, "Investigation of Violations Involving Federal Emergency Relief Acts or Agencies," and was unanimously in favor of the submission of this bulletin to the field.

Those in attendance at this session of the Conference were Messrs. Tolson, Nathan, Clegg, Glavin and Tamm.

Respectfully,
For the Conference,

Clyde Tolson, Chairman.

W. R. Glavin, Secretary.

Mr. Nathan.....
Mr. Tolson.....
Mr. Egan.....
Mr. Clegg.....
Mr. Coffey.....
Mr. Glavin.....
Mr. Ladd.....
Mr. Nichols.....
Mr. Rosen.....
Mr. Tracy.....
Mr. Carson.....
Mr. Egan.....
Mr. Glavin.....
Mr. Harbo.....
Mr. Hendon.....
Mr. Lester.....
Mr. Quinn.....
Mr. Nease.....
Mr. Nichols.....
Mr. Pennington.....
Mr. Schilder.....
Mr. Tamm.....
Mr. Tracy.....
Miss Gandy.....

RECORDED

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/5/90 BY SP5/clm/s

66-2554-1141	
FEDERAL BUREAU OF INVESTIGATION	
MAR 11 1938 P. M.	
U. S. DEPARTMENT OF JUSTICE	
TOLSON	FILE

ORIGINAL FILED IN 62-30399-347

EAT:RP:VH

February 28, 1938

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered the attached Bureau Bulletin entitled, "Division of Investigations, Department of The Interior," and was unanimously in favor of the submission of this bulletin to the field.

Those in attendance at this session of the Conference were Messrs. Tolson, Nathan, Clegg, Glavin and Tamm.

Respectfully,
For the Conference,

Clyde Tolson, Chairman.

W. R. Glavin, Secretary.

Mr. Nathan
Mr. Tolson
Mr. Clegg
Mr. Coffey
Mr. Crowl
Mr. Egan
Mr. Foxworth
Mr. Glavin
Mr. Harbo
Mr. Hottel
Mr. Lester
Mr. McIntire
Mr. Naughten
Mr. Nichols
Mr. Pennington
Mr. Schilder
Mr. Tamm
Mr. Tracy
Miss Gandy

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 333013
DATE 7/5/90 BY SP5CJL/MS

RECORDED

66-2554-1142

FEDERAL BUREAU OF INVESTIGATION	
MAR 12 1938 A. M.	
U. S. DEPARTMENT OF JUSTICE	
TOLSON	FILE
TAMM	
OFF. CLERK	

ORIGINAL FILED IN 62-54434-12

EAT:RP

March 10, 1938.

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered a suggestion offered by Mr. Hertz that the Bureau record statistics showing the number of persons arrested in Bureau cases.

The Conference was unanimously opposed to the adoption of this suggestion, feeling that these statistics would add nothing to the Bureau's current records, it being noted that statistics are currently being compiled as to the number of convictions, sentences imposed, etc., and it is felt that the number of arrests would be of no particular interest or value to the Bureau.

Those in attendance at this session of the Conference were Messrs. Tolson, Nathan, Clegg, Glavin and Tamm.

Respectfully,
For the Conference,

Clyde Tolson, Chairman.

W. R. Glavin, Secretary.

66-2362-533
ORIGINAL FILED IN

RECORDED
&
INDEXED

66-2551-1143	
FEDERAL BUREAU OF INVESTIGATION	
MAR 14 1938	
U. S. DEPT. OF JUSTICE	
FILE	

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/5/90 BY SP5/clm/s

EAT:RP

March 4, 1938.

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered a suggestion submitted by the Fugitive Supervisors that whenever a person is posted in the Bureau as a fugitive, copies of his criminal record be sent to all law enforcement agencies which have theretofore arrested him with a notation indicating that the man is presently a fugitive whose apprehension is desired. This suggestion was submitted because of a feeling that on some occasions a police department might arrest a man previously arrested by them and not fingerprint him because of the police department's knowledge that his prints had been previously submitted to the Bureau. The police department, consequently, would not know that the man was a fugitive and might release him with notification of the Bureau, thereby delaying his ultimate apprehension.

The Conference feels that the occasions when such a situation might arise are relatively few and that the Bureau has had a fixed policy for many years of preaching the doctrine of fingerprinting all individuals arrested on each occasion of their arrest. It is felt that the Bureau should not retreat in any manner from its program and it is to be noted that if this procedure were adopted, the Bureau, as a practical proposition, would be in a situation where the Bureau was posting wanted notices in police department files throughout the country despite the fact that the Bureau advances the theory of one central single fingerprint file in Washington for the entire United States. It is to be further noted that literally hundreds of copies of criminal records would have to be distributed throughout the United States almost every day and for this combination of reasons the Conference does not believe that this suggestion should be adopted.

Those in attendance at this session of the Conference were Messrs. Nathan, Tolson, Clegg, Glavin and Tamm.

Respectfully,
For the Conference,

Clyde Tolson, Chairman.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7-13-96 BY SP5C/LM/MS

66-2554-1144	
FEDERAL BUREAU OF INVESTIGATION	
MAR 12 1938 A.M.	
U. S. DEPT. OF JUSTICE	
W. R. Glavin, Secretary.	FILE

EAT:RP

February 15, 1938.

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered further suggestions submitted concerning possible investigative procedure to be followed in connection with the Mattson case. The suggestion was made that an examination be made of the gun section of the stolen property file of the Tacoma Police Department in an effort to discover a card representing the pawning of a short barrel revolver by a person fitting the description of the kidnaper. The Conference points out that a check has already been made of all pawn shops and similar places in Tacoma and surrounding cities to ascertain whether a person fitting the description of the kidnaper had purchased or pawned any type of a hand weapon. It is further pointed out that it would be impossible to identify the gun in the files of the Tacoma Police Department by searching the cards and files concerning the theft of a short barrel revolver. There is no dividing line to which the term short type revolver can be applied since the weapon might be of any calibre and of almost any make, and, accordingly, the Conference does not recommend any immediate affirmative action upon this suggestion, believing it is one of the projects that can be held in abeyance until other more likely leads have received consideration.

It was suggested that a check be made to determine whether there is State Firearms Registration in the State of Washington, and if so to determine if the fingerprints are on file for each person who has been licensed to possess a firearm. It is then suggested that the latent fingerprints in the Mattson case be searched against the file of all persons who have filed applications for pistol permits. The Conference believes that this suggestion contains some possibilities, if such a file is in existence, and, accordingly, recommends, in view of the fact that two Single Fingerprint employees are now in Tacoma, that this suggestion be given consideration while these men are on the West Coast.

RECORDED & INDEXED

It was suggested that instead of having four men on the main criminal prints in the Identification Division, that each group of men assigned to the cabinets spend approximately one hour a day handling their own cabinets. It is the unanimous opinion of the Executive Conference that a specially trained group of men doing special work in connection with a search of this kind will do better work and more dependable work than can be expected of periodic searches on the part of the entire technical personnel. It is pointed out that the latents which are being searched are very poor, and it is believed that better results may be hoped for by the use of a few men who handle these prints each day than to attempt to have all of the technical employees search a section of their prints each day. The Conference does not recommend the adoption of this suggestion.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/5/90 BY SP5C/LMS

ORIGINAL FILED IN 7-1870-15584X

66-2554-1145

Memo for the Director

-2-

February 15, 1938.

The suggestion was made by Mr. Schilder of the Identification Division that the fingerprint records of the larger cities surrounding Tacoma, Washington, be examined by fingerprint experts of the Bureau, the comparison being based upon the latent fingerprints in the Bureau's possession. This suggestion has already been placed in effect and the Conference recommends that if possible the cities of Vancouver and Victoria, British Columbia, be included in the cities to be checked. It was also suggested that the latents be submitted to Ottawa, Canada, to be searched through the records of the Canadian authorities. The Conference recommends that the latent fingerprints be submitted to Ottawa.

Those in attendance at this session of the Conference were Messrs. Nathan, Tolson, Clegg, Glavin and Tamm.

Respectfully,
For the Conference,

Clyde Tolson, Chairman.

W. A. Glavin, Secretary.

EAT:RP

March 1, 1938.

MEMORANDUM FOR THE DIRECTOR

B
The Executive Conference considered the suggestion submitted by Special Agent M. C. Spear that a bulletin be issued so revising Section 42 of the Manual of Rules and Regulations to provide in cases of Crimes on the High Seas, where a particular individual involved is a victim, his name be set out in the title of the case, as is the case at the present time in White Slave Traffic Act and Extortion cases.

The Conference believes that in the interest of uniformity in the preparation of investigative reports, this suggestion should be adopted, and there is attached hereto a Bureau Bulletin requiring that this procedure be followed in the future.

Those in attendance at this session of the Conference were Messrs. Tolson, Nathan, Clegg, Glavin and Tamm.

Respectfully,
For the Conference,

Glyde Tolson, Chairman.

W. R. Glavin, Secretary.

RECORDED
&
INDEXED

66-2554-1146

SEARCHED	INDEXED
SERIALIZED	FILED
MAR 10 1938	
FBI - NEW YORK	

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 7/5/90 BY SP5CJ/dms

ORIGINAL FILED IN 66-1-4-5665

WGC:RLC

March 1, 1938.

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered the observation of Special Agent E. H. Notesteen of the St. Paul Office that when any portion of the hand or finger is touching the barrel of the Remington Automatic Shotgun while it is being fired, it is likely to cause a jam of the gun and, therefore, care should be exercised in not touching the barrel while firing this weapon.

Although this matter had not previously been brought out, it has been ascertained that this observation is correct and the Conference felt that it would be advisable to communicate this information in a Bulletin to the field since an element of safety is involved.

If this is approved, there is attached a suggested Bulletin for this purpose and a letter is being written to Mr. Notesteen accordingly.

Respectfully,
For the Conference,

Clyde Tolson,
Chairman.

RECORDED

W. R. Glavin,
Secretary.

Enclosure.

CC: Mr. Glavin.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7/5/90 BY SP5ELV/mj

ORIGINAL FILED IN 66-3760-2025

66-2554-1147

MAR 24 1938

FEDERAL BUREAU OF INVESTIGATION

U. S. DEPARTMENT OF JUSTICE

FOUR

FILE

HHC:RLC

March 1, 1938.

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered the recommendation of Mr. L. A. Hince that Inspectors interview laboratory applicants instead of leaving this function to Special Agents in Charge who are likely to confuse the qualifications of such personnel with clerical and fingerprint personnel.

The Conference with Messrs. Tolson, Nathan, Glavin, Tamm and Clegg present, recommended this suggestion unanimously and recommended that the names of laboratory applicants be placed on the lists referred to Inspectors in the future.

Respectfully,
For the Conference,

Clyde Tolson,
Chairman.

W. R. Glavin,
Secretary.

CC: Mr. Glavin.

RECORDED
&
INDEXED

66-2554-1148

MAR 15 1938

U. S. DEPT. OF JUSTICE

FILE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/5/90 BY SP5CJ/oms

EAT:RP

March 4, 1938.

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered a suggestion submitted by Inspector Foxworth that the Bureau advise the interested field office of any memorandum received from the Department indicating that the Department is considering the advisability of dismissing or entering a nolle prosequi to an indictment or complaint in a particular case.

The Conference was advised that a study of a number of cases in which the Department has informed the Bureau by a memorandum that prosecutive process would be dismissed discloses that the field office was in receipt of information concerning the contemplated course of action on the part of the United States Attorney in requesting Departmental authority to drop prosecution for a considerable period prior to the receipt in the Bureau of a memorandum indicating that this course of action would be followed. For this reason, the Conference does not feel that any practical purpose would be served by the Bureau furnishing to the field for their information copies of Departmental memoranda since the field, in a vast majority of cases, is already in receipt of information concerning the contemplated action on the part of the United States Attorney.

Those in attendance at this session of the Conference were Messrs. Nathan, Tolson, Clegg, Glavin and Tamm.

Respectfully,
For the Conference,

Clyde Tolson, Chairman.

W. R. Glavin, Secretary.

RECORDED

66-2554-1148X

FEDERAL BUREAU OF INVESTIGATION
APR 1 1938 A.M.
U. S. DEPARTMENT OF JUSTICE
TOLSON CLEGG TAMM FOUNT

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 5/5/90 BY SP5CJH/MF

ORIGINAL FILED IN 66-6206-1

EAT:RF

March 4, 1938.

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered a suggestion submitted by Special Agent J. C. Mertz that in all cases involving Bureau fugitives, the Identification Division be instructed to automatically check the fingerprint files of the War Department to determine whether the fugitive has an Army record.

The Conference is opposed to the adoption of this suggestion on the grounds that much time would be wasted in checking War Department records in many cases in which there was no reason to believe that the fugitive had been in the Army service. It is pointed out that many Bureau fugitives, because of their age, probably have never served in the Army, and it is the opinion of the Conference that the Supervisors, Special Agents in Charge and Special Agents working on the case should request a check of the War Department records in those cases in which there is some reason to believe that this procedure should be followed.

Those in attendance at this session of the Conference were Messrs. Tolson, Nathan, Clegg, Glavin and Tamm.

Respectfully,
For the Conference,

Clyde Tolson, Chairman.

W. R. Glavin, Secretary.

ORIGINAL FILED IN 66

RECORDED

and with my
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 7/5/90 BY SP5C/oms

66-2554-1149
FEDERAL BUREAU OF INVESTIGATION
MAR 15 1938 A.M.
U. S. DEPARTMENT OF JUSTICE
TOLSON TAMM FLUG. FOUR
FILE

EAT:RP

March 1, 1938.

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered a suggestion submitted by Special Agent (A) M. B. Myerson that each Special Agent in Charge be encouraged and instructed to make contacts with the newspapers in his district so that they will publish each Identification Order issued by the Bureau.

The Conference points out that Special Agents in Charge have been encouraged to follow this procedure and that at the present time hundreds of newspapers in the United States are receiving Identification Orders. It is further pointed out that in major cases, memoranda of the facts concerning Bureau fugitives are furnished to selected lists of newspapers and that flyers, etc., are also furnished to the newspapers. The Conference believes that the procedure being followed at the present time, if properly handled by Special Agents in Charge, will secure wide spread publicity concerning Bureau fugitives.

Mr. Myerson is being advised in the attached letter of the Bureau's reaction to his suggestion.

Those in attendance at this session of the Executive Conference were Messrs. Nathan, Tolson, Clegg, Glavin and Tamm.

Respectfully,
For the Conference,

Clyde Tolson, Chairman.

RECORDED

W. R. Glavin

Secretary.

MAR 16 1938

U. S. DEPARTMENT OF JUSTICE

RECEIVED

RES. DIV.

FUG. SUB.

FILE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/5/90 BY SP5C/LDM

1995-4661-99
ORIGINAL FILED IN 66-1924-5661

WRG:MTS

March 10, 1938.

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered the results of a survey submitted to certain field offices concerning the types of automobile tires to be used during the winter months.

The Conference was advised that the Special Agents in Charge of the Detroit, Buffalo, and Butte Offices state that they have had no difficulty with the tires the Bureau is furnishing at the present time. The Special Agent in Charge of the Aberdeen Office reported that the tires furnished were very unsatisfactory and he understands that many traveling salesmen equip their cars with special winter tires to do away with the use of chains. Mr. Hanni pointed out that these tires have absolute traction on ice and snow. The Special Agent in Charge at Portland stated that he believed that the Centipede Grip tire such as the U. S. Royal Master with Centipede Grip should be furnished because of the prevalence of rain and snow in his district. The Special Agent in Charge of the St. Paul Office is partial to special snow and mud tires which had already been furnished his office.

The Conference points out the variance in the suggestions submitted by the Special Agents in Charge contacted and recommends that in the future purchases be made for the field offices of the type of tire they believe best fitted for their needs during the winter months. If the suggestion is approved by you, appropriate notification will be made to the various field offices.

Those present were Messrs. Nathan, Tamm, Clegg, and Glavin.

Respectfully,
For the Conference,

RECORDED

Clyde Tolson,
Chairman,

W. R. Glavin,
Secretary.

APR 4 1938 A.M.

U. S. DEPARTMENT OF JUSTICE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/5/90 BY SP5C/oms

ORIGINAL FILED IN 66-1980-7-9877

WRG:atw

March 9, 1938

MEMORANDUM FOR THE DIRECTOR

The Conference considered the results of a survey conducted in several of the field divisions concerning the desirability of furnishing specialized tires, chains, or clips to the various field offices for use throughout the winter months.

Mr. Glavin advised the Conference that a survey in certain of the field offices revealed that there has been a difference of opinion of the type of chain or clip to be used during the winter months. It was pointed out that the Detroit and Portland offices believed that the chains presently being furnished are satisfactory; that the Butte office believed such chains are satisfactory on snowy and icy roads, and makes a further suggestion that mud hooks or skid clips also be furnished. The Aberdeen Office stated that any type of chain is worthless on icy roads and suggests special winter tires. The Buffalo Office believed chains are of little use on icy roads and suggested the use of skid clips. The St. Paul Office recommends the use of mud hook chains for getting out of mud holes and for use in short distances of snow.

In view of the differences of opinion of the various field offices contacted, the Conference recommends that each office be permitted to secure the type of chain, clip, or other device best suited to each district during the winter months. If approved by you, an appropriate bulletin will be furnished the field.

Those present were Messrs. Nathan, Tamm, Clegg and Glavin.

Respectfully submitted,
FOR THE CONFERENCE,

Clyde Tolson,
Chairman,

RECORDED

W. R. Glavin,
Secretary.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 393,013
DATE 7/5/90 BY SP5Caldm

66-2554-1150X1
REC'D - DEPT. OF JUSTICE
APR 4 1938 A.M.
U.S. DEPT. OF JUSTICE
FILE

66-1980-119842

Executive Conference

WRG:atw

March 9, 1938.

MEMORANDUM FOR THE DIRECTOR

The Conference considered the advisability of continuing arrangements for the gymnasium in the New York Field Division. A memorandum was submitted for the Director dated March 2, 1938, by Mr. Tracy in which he states that there are two rooms on the first floor of the building facing a public corridor. The public corridor is used considerably up until five p. m. It was also pointed out that it will be possible for Agents of the New York Division using the gymnasium facilities on the first floor to reach the gymnasium rooms; that after six o'clock in the evening, it would be necessary to use the main elevators which are entirely outside of Bureau space. Mr. Tracy states that the Agents in going to and from the gymnasium dress in sweaters and slacks, dressing gowns, or bath robes; that there is no shower room in the gymnasium quarters and that it would be necessary for Agents of the New York Office to use the showers in the quarters assigned to the New York Office. He also pointed out that it will not be possible to place showers in the two rooms on the first floor and there is no other space which could be used for gymnasium purposes in the building. Mr. Tracy further pointed out that the gymnasium is not used before five o'clock and in view of the fact that its use would accrue to the benefit of the Agents assigned to that office, he recommends that authority be given to use such space and to furnish additional equipment as requested by Mr. Vetterli, provided his requests are not excessive.

The Conference is unanimously opposed to establishing a gymnasium on the first floor in view of the fact that it is necessary for Agents to go from the Bureau space through certain public corridors to reach it and in all sorts and types of raiments. The Conference recommends that the SAC at New York be advised that this recommendation for gymnasium facilities on the first floor cannot be approved and that any gymnasium equipment presently assigned to the New York Office be immediately forwarded to the Bureau. If approved by you, an appropriate communication will be addressed to Mr. Vetterli concerning this matter.

&
INDEXED

Respectfully submitted, BUREAU OF INVESTIGATION
FOR THE CONFERENCE,

Clyde Tolson, Chairman

W. R. Glavin, Secretary

APR 13 1938

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 333,003
DATE 7/5/90 BY SP5C/110ms

ORIGINAL FILED IN 66-27-88467

TOLSON
OLMSTED
O'DONOGHUE
FOUR

SJT:DLS

March 2, 1938.

MEMORANDUM FOR THE DIRECTOR

RE: GYMNASIUM
NEW YORK FIELD DIVISION

In accordance with the request of Mr. Glavin, I went into the matter of the gymnasium in the New York Office.

The gymnasium is located on the first floor of the building and comprises rooms numbers 117 and 119. The corridor by these rooms is a public corridor, used by the public during the daytime. The First Aid Hospital is in this same corridor on the opposite side so there is considerable public traffic until 5:00 o'clock. After 5:00 P. M. the First Aid Hospital is closed and practically all employees in the building, except the cleaning force and the night mechanical force departs, also the side entrance to the building on Pearl Street from which the public can enter this corridor is closed.

Mr. Vetterli advises that Agents are not permitted to use the gymnasium until after 5:00 o'clock. In order to reach the gymnasium, Agents dress in sweaters and slacks in the shower room in the New York Office proper, or they dress in dressing gowns or bath-robees. They proceed to the first floor by the rear elevators that are kept in operation until 6:00 o'clock for the convenience of the New York Office. They leave the elevator at the first floor, proceeding along the corridor to the left of the elevators and into the corridor where the gymnasium rooms are located. Being after 5:00 o'clock, the only persons who can observe them are, as stated above, the night cleaning force and the building's mechanical force night shift. They return the same way until 6:00 o'clock. After 6:00 o'clock, in order to reach the gymnasium and return it is necessary for Special Agents to use the main elevators in the front of the building. Mr. Vetterli advised that the majority of the Special Agents wear sweaters and slacks and are, therefore, not conspicuous, nor does anyone know where they are going.

RECORDED

There are no showers in the gymnasium rooms and it is not possible to place showers there. There are no other rooms available on any floor of the building suitable to gymnasium purposes, those two rooms being the last two vacant rooms in the building.

Special Agent F. X. O'Donnell advised that there is available on the roof of the building a sort of penthouse space, however,

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/5/90 BY SP5C11Dms

EX-100
LEG-100
ONE-100
FOUR-100

ORIGINAL FILED IN 66-2554-1150X2

March 2, 1938.

to reach it it is necessary to proceed through an engine room and it is too cold the majority of the months of the year. It would also cost an excessive amount of money to place it in condition to be used.

Special Agent in Charge Vetterli advises that about twenty different employees of the New York Office have used the gymnasium; that it is presently being used three or four times a week and he feels that it is very much worthwhile, particularly when Agents need to freshen up following long hours on important cases. He feels that the additional equipment desired is necessary to secure full use of the rooms. An additional reason put forth by Mr. Vetterli is that in the event these rooms are not used that the Office of the United States Attorney would like to get them for use as a gymnasium for their own employees. No classes are held, however, it is possible that classes could be arranged if desired. In addition to the rooms, there is available an interior court space that cannot be viewed from any part of the building, where a handball court can be set up. This would be an outdoor court and the use of such a court after 5:00 o'clock would be quite desirable at times, and would afford an opportunity for recreation and exercise. A few rooms opening on this court containing clerical employees would not matter inasmuch as they are always gone sharply at 5:00 P. M.

In view of the fact that the gymnasium is actually being used voluntarily by many employees in the New York Office, and in view of the fact that it is being used as often as three or four times a week, I recommend that the additional equipment desired by Mr. Vetterli be secured. If no other purpose were to be served, it at least would permit the New York Office to hold these rooms for possible future use as storage rooms or for other purposes, there being no more available space in the building. I am informed that the cost of the equipment requested is not excessive.

Mr. Vetterli advises that he has not and will not permit any Agent to use the gymnasium at lunch time or at any time prior to 5:00 P. M., and that all requests to use the gymnasium to date have been by Agents who have been putting in extra hours and are in need of some physical exercise and recreation to freshen up.

Respectfully,

S. J. Tracy.

Federal Bureau of Investigation
United States Department of Justice

Los Angeles, California
March 13, 1938.

Director
Federal Bureau of Investigation
Washington, D. C.

Re: IDENTIFICATION ORDERS

B
Dear Sir:

Reference is made to your communication dated March 7, 1938, requesting advice as to how many circulars listing all outstanding Identification Orders will be required for distribution to all law enforcement officers in this territory.

Please be advised that approximately 700 of these circulars will be required.

Very truly yours,

J. H. Hanson

J. H. HANSON,
Special Agent in Charge.

JHH:FL

RECORDED

66-2554-1151
FEDERAL BUREAU OF INVESTIGATION
MAR 17 1938 A.M.
U.S. DEPARTMENT OF JUSTICE
JUL 10 1938
F.B.I. SUBV. DIV.
MECH. SECT.
FILE

EAT:RP

March 10, 1938.

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered the attached bulletin entitled "Use of Complete Motor Numbers in Connection with Descriptions of Automobiles" and was unanimously in favor of the submission of this bulletin to the field.

Those in attendance at this session of the Conference were Messrs. Nathan, Tolson, Clegg, Glavin and Tamm.

Respectfully,
For the Conference.

Clyde Tolson, Chairman.

W. R. Glavin, Secretary.

RECORDED
&
INDEXED

66-2554-1152

FEDERAL BUREAU OF INVESTIGATION	
MAR 16 1938	
TOLSON	OFF. CLERK
TAMM	ONE
FILE	

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/5/90 BY SP5elloms

ORIGINAL FILED IN 66-2554-1152

C O P Y

WRG:atw

March 14, 1938

MEMORANDUM FOR MR. CROWL

RECORDED

66-2554-1153

It is desired that effective immediately a charge-out book be placed in the firearms storeroom located on the 5th floor, and that entries be made therein on each occasion when any Bureau owned weapon is removed from the storeroom. Entries should also be made when such weapon is returned.

Very truly yours,
For the Director,

Harold Nathan,
Assistant Director.

ORIGINAL FILED IN 66-2763-1808

C O P Y

FEDERAL BUREAU OF INVESTIGATION

WRG:atw

WASHINGTON, D. C.

March 9, 1938

MEMORANDUM FOR THE DIRECTOR

The Conference considered the suggestion submitted by Mr. Hince that a sign-in and sign-out book be maintained in the firearms storeroom on the 5th floor.

The Conference unanimously approved this suggestion and there is attached hereto a memorandum addressed to the Chief Clerk instructing that such a book be maintained hereafter. Those present were Messrs. Nathan, Tamm, Clegg and Glavin.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

1 ENCL. H

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/5/90 BY SP5CUD/s

66-2554-1153

MAR 17 1938

U. S. DEPARTMENT OF JUSTICE

TOLESON
DEF. CLERK
CLEGG
FILE

ORIGINAL FILED IN 66-2713-1808

HHC:VG

March 1, 1938.

MEMORANDUM FOR THE DIRECTOR

Although firearms in the firearms store room of the Bureau are maintained under the supervision of the Chief Clerk's Office, it is believed that it might be well for a charge-out book to be placed in this room in order that anyone taking equipment from the Bureau even for temporary purposes must be required to sign for it just as required in field offices.

This suggestion is made by Mr. L. A. Hince.

Respectfully,

H. H. Clegg.

ORIGINAL FILED IN 66-2765-1805

RECORDED

66-2554-1153	
FEDERAL BUREAU OF INVESTIGATION	
MAR 17 1938 A. M.	
U. S. DEPT. OF JUSTICE	
TOLSON	CLERK
CHIEF	FILE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,03
DATE 7/5/96 BY SP5CJL/MS

Federal Bureau of Investigation

U. S. Department of Justice

1130 Enquirer Building
Cincinnati, Ohio

HDH:MGR

March 16, 1938.

Director,
Federal Bureau of Investigation,
Washington, D. C.

Re: IDENTIFICATION ORDERS

Dear Sir:

Replying to Bureau letter of March 7, 1938, regarding the lists of Outstanding Identification Orders to be distributed to law enforcement officers, I wish to advise that six hundred copies of this circular should be furnished the Cincinnati Office in order to supply copies to the law enforcement officers in this Division.

Very truly yours,

H. D. Harris
H. D. HARRIS,
Special Agent in Charge.

RECORDED

66-2554-1154

FILE
MAR 17 1938
U. S. DEPT. OF JUSTICE
REC'D - CIV. RIGHTS DIV.
FILE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/5/90 BY SP5ellams

HHC:REC

March 1, 1938.

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered the comments of Supervisor R. J. Brandt concerning criticisms of the Louisville Office that when the file of the U. S. Attorney is reviewed by a Special Agent in connection with an investigation of an application for the restoration of civil rights that copies of the reports covering the review of this file, as well as the remaining investigations, be furnished to the U. S. Attorney when the U. S. Attorney has requested the investigation.

The comments of the Inspectors while at Louisville were that the information already appeared in the file of the office of the U. S. Attorney and an Agent might make an error or might not thoroughly review the file which could be observed by the U. S. Attorney.

Mr. Brandt felt that this practice should be continued when the U. S. Attorney requested the investigation for otherwise the Pardon Attorney would have reports not in possession of the U. S. Attorney and frequently it is possible for the information obtained by reviewing the file to be included in the same report with the remainder of the investigation thereby making unnecessary the submission of more than one report.

The Executive Conference was inclined to agree with Mr. Brandt and recommended that this practice be approved in the future and the field be notified by bulletin which, of course, will likewise be forwarded to Inspectors.

If this is approved, there is attached hereto a copy of a suggested bulletin for that purpose.

Those present were Messrs. Tolson, Nathan, Glavin, Tamm and Clegg.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 333,003
DATE 7/5/90 BY SP5/LLM

Respectfully,
For the Conference,

RECORDED

66-2554-1153

Clyde Tolson, Chairman.

MAR 10 1938

U. S. DEPT. OF JUSTICE

W. R. Glavin, Secretary.

RECEIVED
MAR 10 1938
U. S. DEPT. OF JUSTICE

Enclosure.

CC: Mr. Glavin.

ORIGINAL FILED IN 73-5966-5

C O P Y

RJB:VTL

FEDERAL BUREAU OF INVESTIGATION

WASHINGTON, D. C.

February 10, 1938

MEMORANDUM FOR MR. TAMM

Re: CHESTER THOMAS CARTER,
with aliases: APPLICATION
FOR PARDON TO RESTORE
CIVIL RIGHTS.

Reference is made to the inspection report of Inspectors Egan and Tracy dated at Louisville, Kentucky, November 26, 1937, wherein the Inspectors criticized the Louisville Office for summarizing in an investigative report the information which was contained in the application for pardon to restore civil rights and accompanying papers which were received in the Louisville Office from the office of the United States Attorney, stating that this report was made apparently only to prepare a paper record for the files of the Louisville Office.

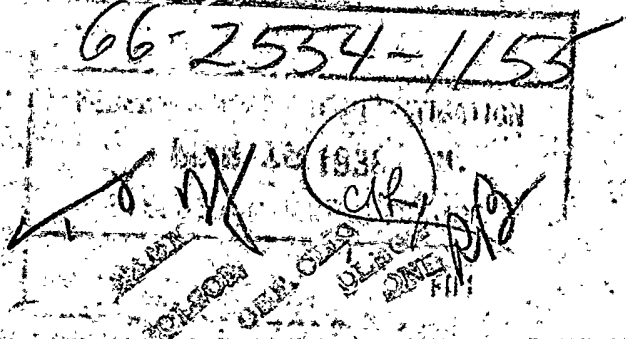
The Inspectors also commented upon the fact that a copy of this report was sent to the United States Attorney, which action apparently was unnecessary since he already had the information in his files. They also criticized the Louisville Office because the case was delinquent.

The comment by the Special Agent in Charge concerning this criticism was that the office, in an effort to expedite its investigative work, was of the opinion a short report summarizing the file of the United States Attorney and setting out leads to assist in handling the investigation would be of assistance in view of the fact that the Agent who examines the file of the United States Attorney is not always available to conduct the investigation. The Special Agent in Charge also stated that he was of the opinion that a review of the United States Attorney's file constituted a part of the investigation, and that a copy of the report should have been furnished to the office of the United States Attorney.

I have noted that Mr. Dewey has made a practice of handling several of these investigations at one time. He apparently either called at the office of the United States

RECORDED

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/5/90 BY SP5C11DMS



Attorney, or from the papers that were furnished to the Louisville Office summarized the information in each case and incorporated the summary in an investigative report. Personally, I see no objection to this practice, and in fact I believe it is helpful in expediting investigation in those offices where numerous cases of this character are received for attention. It is possible for an Agent to go to the office of the United States Attorney and review several applications for pardon to restore civil rights, and in this manner the services of one Agent may be utilized rather than having each Agent in the office to which one of these cases is assigned make a separate trip to the office of the United States Attorney to secure the information in the file. The investigations are usually more complete especially when the files are reviewed by an experienced Agent who is familiar with the type of investigation desired. It is then possible to assign the case after the initial report has been prepared to new Agents in the office in order for them to cover routine leads and gain their initial experience.

It is my understanding that this same practice is used in War Risk Insurance investigations when it is possible to review several files at one time in the office of the United States Attorney.

Concerning the criticism that a copy of this report should not have been furnished to the United States Attorney, I am of the opinion that it is of value to the United States Attorney and to the Pardon attorney to have summarized for them in an investigative report the information which is contained in the application and in the affidavits which are submitted by the references.

I have also noted that one or two other offices have adopted this procedure in handling this type of investigation and I would appreciate your advice as to the desirability of continuing this practice.

Respectfully,

R. J. BRANDT

WRG:atw'

March 9, 1938

MEMORANDUM FOR THE DIRECTOR

The Conference considered a memorandum addressed to the Director under date of February 28, 1938, by Mr. T. D. Quinn, Administrative Assistant to the Attorney General, with which he enclosed a list of Government Laboratories in Washington, D. C. that had been received from the National Emergency Council, and in which memorandum Mr. Quinn requests information as to whether the Bureau is desirous of having its Laboratory included in this pamphlet. The Conference noted that all Laboratories of the Department of Agriculture, Department of Commerce, Department of Interior, Department of the Navy, Department of the Treasury, U. S. Government Printing Office, U. S. Soldiers' Home and the War Department are included in the pamphlet in question.

The Conference unanimously agreed that it would be well to include the Bureau's Laboratory in this pamphlet when it is revised. If approved by you, an appropriate memorandum will be prepared for Mr. Quinn.

Those present were Messrs. Tamm, Nathan, Clegg and Glavin.

Respectfully submitted,
FOR THE CONFERENCE,

Glyde Tolson, Chairman,

W. R. Glavin, Secretary.

Mr. Nathan
Mr. Tolson
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Miss Gandy

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/5/90 BY SP5CJH/mjs

RECORDED

66-2554-1156

FILED

MAR 22 1938

U. S. DEPT. OF JUSTICE

TOLSON

GLAVIN

LAB

FILE

ORIGINAL FILED IN 66-2554-1156

WRG:ACS

March 17, 1938.

MEMORANDUM FOR THE DIRECTOR

The Executives' Conference considered a suggestion submitted by Inspector P. E. Foxworth concerning the practice of having a tag securely bound to each gun case on which is listed the type of gun contained therein and the serial number. He pointed out that on the same tag there are also recorded the date and the name of the agent who cleans the gun. He believes that this is a desirable practice and suggests that consideration be given to the adoption of this practice which, incidentally, is being followed by the Los Angeles Office, by all field offices.

The Conference was unanimously opposed to the issuing of instructions to have this type of tag attached to each gun case in all of the field offices, being of the opinion that if the SAO properly inspects the firearms equipment assigned to his office, he can very easily determine the condition thereof and the responsibility for any derelictions in cleaning of these weapons by Special Agents assigned to his office.

Those present were Mr. Nathan, Mr. Tamm, Mr. Hince and Mr. Glavin.

Respectfully,

Clyde Tolson,
Chairman.

W. R. Glavin,
Secretary.

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&
INDEXED

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7/5/90 BY SP5CJ/ems

66-2554-1157

FILED IN THE OFFICE OF THE ATTORNEY GENERAL

MAR 22 1938

U. S. DEPARTMENT OF JUSTICE

RECEIVED

FILE

January 7, 1938.

MEMORANDUM FOR THE DIRECTOR

The Inspectors' Conference with Messrs. Tamm, Tracy, Lester, Crowl, Foxworth, Egan and Connelly present throughout, Messrs. Tolson and Glavin present intermittently, make the following recommendations with reference to administrative matters:

- *1. That the airplane records presently being required be abolished as they are too difficult to keep up to date and as they serve a limited purpose and occasion a considerable amount of Agent's time in order to make frequent checks to obtain such information.
- *2. During the course of inspection, the Inspectors will examine all exhibits which have been placed in the file since the last inspection, but it will not be necessary in any event for them to go back further than the past six months in examining bulky exhibits which are filed separately from the regular files unless some special reason should indicate.
- *3. It is believed that when it is more economical for Special Agents in Resident Agent's Headquarters and on road trips to come to Headquarters to dictate than it is for them to remain in the Resident Agent's city and on the road and to type rough draft reports at night, that the Special Agent in Charge should, of course, permit such employee to come to Headquarters to dictate. However, it is believed that the Special Agent in Charge should seek to stagger the arrival of Agents in the office, so that there should be an ample number of stenographers to care for those who wish to dictate.
- *4. The Night Log maintained in Field Offices it is believed should be begun each day after the departure of the Special Agent in Charge, or Acting Special Agent in Charge from the office. It is believed that this might be written in longhand, so long as it is legible, although it was felt that it could be typed if it were convenient for it to be done in this manner.

RECORDED

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/5/90 BY SP5CJL/mjs

FEDERAL BUREAU OF INVESTIGATION

66-2554-1057X
TOLSON JUN 2 1938
OLIVER JUN 2 1938
FOUR
LESTER JUN 2 1938

ORIGINAL FILED IN 66-2554-342

January 7, 1938.

5. Concerning the incoming letters which were being acknowledged or not, it is believed that the Inspectors should consider each letter on its own merits, but in the absence of any special circumstances, unless a letter or report had gone out to a United States Attorney in answer to his communication within ten days, it would be considered an unacknowledged communication.
- *6. Serial 1-A is now an envelope containing exhibits for the use of storing photographs, mail tracing and similar small exhibits, so that they can be consolidated. It is believed that when this information becomes so bulky that the files do not present a proper appearance, or when it is inconvenient to handle the file, the contents of this envelope might be removed from the file, placed in another envelope and treated as a bulky exhibit and filed separately as any other bulky exhibit. It is believed that photographs, mail tracing and small exhibits should be in each instance placed in the exhibit envelope 1-A. However, photostats and other exhibits of approximately letter size accompanying reports and letters to Field Offices, might be filed either in envelopes when that is proper or directly in the file adjacent to the report or letter which they accompanied and this would be a satisfactory arrangement.
- *7. It is believed that Identification and Apprehension Orders should be mailed within forty-eight hours after their receipt; that the packages containing such data should be opened immediately and one copy stamped to show the date received.
- *8. Whenever the services of a Special Agent are required (excluding clerical duties which sometimes are performed by Agents, but which might be performed by clerical employees,) it is believed that the work performed by the Special Agent should in each instance, even though relating to administrative matters, be made up as a matter of assignment in the Field Office. This system was recently extended to include Training School matters, Research matters, Crime Statistics and Fingerprint Identification interviews. It was further believed that in the summarization prepared by the Chief Clerk's Office on closed cases at the end of each month, they should not only prepare a summary of the average number of cases closed of all types, but a special showing should be made of the average number of investigative cases closed per month.

Memorandum for the Director.

-4-

January 7, 1938.

12. It was believed that rough draft reports should not go to the file unless there is a special reason therefor, and it was believed that this special reason would arise very infrequently.

Respectfully,

H. H. Clegg.

EAT:RP

March 16, 1938.

MEMORANDUM FOR THE DIRECTOR

B
0
The Executive Conference considered the attached Bureau Bulletin entitled "~~Outstanding~~ Identification Orders" and was unanimously in favor of the submission of this bulletin to the field.

Those in attendance at this session of the Conference were Messrs. Nathan, Glavin, Hince and Tamm.

Respectfully,
For the Conference,

Clyde Tolson, Chairman.

W. R. Glavin, Secretary.

RECORDED
&
INDEXED

66-2554-1158
FEDERAL BUREAU OF INVESTIGATION
MAR 23 1938 A.M.
U. S. DEPARTMENT OF JUSTICE
FILE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/5/90 BY SP5CJ/oms

ORIGINAL FILED IN 66-2554-282

EAT:CDW

March 16, 1938.

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, composed of Messrs. Tolson, Nathan, Clegg, Crowl and Tamm, considered the attached bulletin instructing the field to have Agents attend rodeos in various parts of the country in an effort to locate fugitives, and was unanimously opposed to the submission of this bulletin to the field.

Respectfully,
For the Conference,

CLYDE TOLSON,
Chairman.

W. R. GLAVIN,
Secretary.

RECORDED
&
INDEXED

66-2554-1158X

U. S. DEPARTMENT OF JUSTICE

APR 21 1938

TOLSON
OFF. CLERK
TAMM
FILE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323013
DATE 7/5/90 BY SP5C10MS

SBL:EAM



62-48749

TO ALL SPECIAL AGENTS IN CHARGE:

Dear Sir:

The headquarters of the Rodeo Association of America has furnished the places and dates of rodeos to be held during the current year, which are as follows:

Cleveland, Ohio.....April 17-24
Red Bluff, California.....April 16-17
Saugus, California.....April 24
Sacramento, California.....April 28-30
Taft, California.....April 29, 30-May 1
Las Vegas, Nevada.....April 29, 30-May 1
Monticello, California.....May 1
Lakeside, California.....May 1
Sonora, California.....May 7-8
Hanford, California.....May 6
King City, California.....May 14-15
Hayward, California.....May 21-22
Marysville, California.....May 28-30
Gilroy, California.....May 28-30
Cambria, California.....May 29
Fort Smith, Arkansas.....May 29-31
Visalia, California.....June 3-5
Madrone, California.....June 5
Jackson, California.....June 5
Los Angeles, California.....June 7-8
Livermore, California.....June 11-12
Sonoma, California.....June 19
Long Beach, California.....June 25-26
Prescott, Arizona.....July 1-4
Reno, Nevada.....July 2-4
Willits, California.....July 2-4
Molalla, Oregon.....July 2-4
Pocatello, Idaho.....July 2-4
Livingston, Montana.....July 2-4
Red Lodge, Montana.....July 2-4
Lompoc, California.....July 3-4
Klamath Falls, Oregon.....July 2-4
Lewiston, Montana.....July 2-4
Lakeside, California.....July 4



e

Cardston, Canada.....July 6-9
Wolf Point, Montana.....July 7-9
Nephi, Utah.....July 7-9
Calgary, Canada.....July 11-16
Sheridan, Wyoming.....July 18-20
Nampa, Idaho.....July 14-16
Salinas, California.....July 14-17
Rochester, New York.....July 18-23
Ogden, Utah.....July 22-25
Salt Lake City, Utah.....July 21-25
Cheyenne, Wyoming.....July 26-30
Idaho Falls, Idaho.....July 28-30
Hinton, Oklahoma.....August 3-5
Monte Vista, Colorado.....August 3-5
Deerwood, South Dakota.....August 4-6
Billings, Montana.....August 9-12
Burwell, Nebraska.....August 9-12
Sun Valley, Idaho.....August 12-14
Durango, Colorado.....August 13-14
Sidney, Iowa.....August 16-19
Caldwell, Idaho.....August 18-20
Colorado Springs, Colorado.....August 19-21
Boise, Idaho.....August 23-27
Hollister, California.....August 25-27
Gresham, Oregon.....Last week in August
Des Moines, Iowa.....August 26-September 1
Gordon, Nebraska.....August 31-September 2
Finnemore, Nevada.....September 3-5
Ellensburg, Washington.....September 3-5
Ontario, Oregon.....September 3-5
Price, Utah.....September 3-5
Lakeview, Oregon.....September 3-5
Lakeside, California.....September 4
Thermopolis, Wyoming.....September 4-5
Pilar, Idaho.....September 7-10
Colfax, Washington.....September 8-10
Montrose, Colorado.....September 8-10
Naperville, Idaho.....September 8-10
Woodward, Oklahoma.....September 9-11

Memphis, Tennessee.....September 12-17
Pendleton, Oregon.....September 15-17
Blackfoot, Idaho.....September 20-23
Woodstown, New Jersey.....September 20-24
Lewiston, Idaho.....September 22-24
Detroit, Michigan.....September 29-October 9
Chicago, Illinois.....October 13-30
Victorville, California.....October 14-16
Bakersfield, California.....September 30-October 1-2
Madison Square Garden, New York...October 7-30
Dinuba, California.....November 10-11

The Bureau desires that you ascertain from Agents to whom fugitive cases are assigned, the names of individuals under investigation who frequent rodeos and set out appropriate leads in order that it may be determined whether those individuals are in attendance at the rodeos listed above.

Very truly yours,

John Edgar Hoover,
Director.

VRG:ACS

March 17, 1938.

MEMORANDUM FOR THE DIRECTOR:

The Executives' Conference considered a suggestion submitted by Mr. Crowl to Mr. Tolson under date of March 10, 1938, relative to a Pistol Grip Searchlight which had been demonstrated to Mr. Crowl by the factory representative of the S. H. Thomson Manufacturing Company. Mr. Crowl, in his memorandum, reported that the light weighs approximately 13 pounds and has a portable unit weighing only 5 pounds; gives a ray about 5,000 feet; operates on either dry cell or wet cell battery; can be used for approximately 13 hours continuously. The cost to the Government would be approximately \$31.50 for the dry cell unit and \$40.00 for the wet cell unit with quantity discounts ranging up to 30%.

The Conference was informed that at the present time the Bureau is equipped with Carpenter Half-mile Ray for the uses such as this searchlight might be put to.

The Conference unanimously opposed the securing of any such equipment at this time.

Respectfully,

Clyde Tolson,
Chairman.

RECORDED
&
INDEXED

W. R. Glavin,
Secretary.

66-2554-1159
FEDERAL BUREAU OF INVESTIGATION
MAR 28 1938
U. S. DEPT. OF JUSTICE

Those present were Messrs. Tamm, Nathan, Hince, and Glavin.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/5/90 BY SP5CJW/oms

ORIGINAL FILED IN 66-19880-1

ENC:RUC

March 7, 1938.

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered the suggestion of Mr. Tracy that enclosures accompany inter-office and inter-Bureau memoranda.

He attached a number of communications advising that material was attached although it was not attached and there appears that there has grown up the practice at the Seat of Government, particularly, not to attach enclosures.

The Executive Conference thought this was a bad idea and that enclosures should be forwarded with each communication to Seat of Government employees.

Respectfully,
For the Conference,

Clyde Tolson,
Chairman.

W. R. Glavin,
Secretary.

CC: Mr. Glavin.

This has been the usual procedure and instructions have gone out to all units to see that it is followed in the future.

RECORDED

66-2554-1159X

FEDERAL BUREAU OF INVESTIGATION

MAR 10 1938

U.S. DEPARTMENT OF JUSTICE

CLERK

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323613
DATE 7/5/90 BY SP5C/10ms

ORIGINAL FILED IN 66-2554

DEB:LL
7-1820

March 18, 1938

file
MEMORANDUM FOR THE DIRECTOR

Re: MATINAP

Conference
Reference is made to the approved conference recommendation that the unidentified latents in the instant case be submitted to the Canadian authorities at Ottawa, in connection with the search being made in the identification divisions of various police departments.

Examination
Mr. Schilder called attention to the fact it was his opinion that latent fingerprints had previously been forwarded to Canada. Accordingly, a detailed search of the file was made and it was found that on February 4, 1937, a chart of the uneliminated latents in this and the Rockefeller extortion case was sent to all members of the International Exchange, including the Commissioner of the Royal Canadian Mounted Police, Ottawa, Ontario, Canada. At that time it was explained that the latent fingerprints were those developed in a case of unusual importance under investigation by the Federal Bureau of Investigation, involving an extortion attempt.

In view of the fact that these prints have previously been furnished to the Canadian authorities, it is deemed inadvisable to resubmit them at this time.

Respectfully,

E. A. Tamm.

RECORDED

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 393,013
DATE 7/5/90 BY SP5C/110ms

66-2554-1160
FEDERAL BUREAU OF INVESTIGATION
MAR 24 1938 A.M.
U. S. DEPARTMENT OF JUSTICE
FILED
ONE
MAR 24 1938
U. S. DEPT. OF JUSTICE

7-1820-16532
ORIGINAL FILED IN

FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE
WASHINGTON, D. C.

ag
WRG:ACS

March 18, 1938.

MEMORANDUM FOR THE DIRECTOR.

The Conference considered a memorandum submitted by Mr. Hince under date of February 28, 1938, wherein he suggests that we institute immediately the FBI National Police Academy Associates' section of the Law Enforcement Bulletin. He points out that this section would include three types of material:

- (1) Details concerning investigations conducted or supervised by the associates.
- (2) Result of any research by associates.
- (3) Selected portions of Bureau publications, such as "Classification of Fingerprints," etc., and revised versions of re-prints concerning technical procedure which have been previously published in the Bulletin.

He also suggests that this section of the Bulletin be definitely set out as the "FBI National Police Academy Associates"; that all articles be referred to the appropriate supervisors for checking for accuracy before being submitted to the Research Division for editing and publication. Mr. Hince points out that we ought to make the Bulletin through this section the outstanding criminological publication in the country; that we should displace The Journal of Criminal Law and Criminology, which apparently does not have a favorable attitude toward the Bureau. Mr. Hince attached to his memorandum sample form which would be forwarded to the various associates of the FBI National Police Academy for reporting details of investigations made by them which would be included in the Bulletin. He also attaches material for inclusion in the first issue of this section of the Bulletin.

The Conference was in agreement that it would be a desirable procedure to institute such a section of the FBI Law Enforcement Bulletin. It was pointed out, however, that in re-printing articles from cases submitted by the various NPA graduates, the Bureau would have to be very circumspect in its editing so that no criticism could be directed to the Bureau for any misstatements in the articles in question. Mr. Nathan stated that he favored the general idea. However, he believes a statement should be included heading the section to the

RECORDED

66-2554-1160

FEDERAL BUREAU OF INVESTIGATION
MAR 22 1938
U. S. DEPARTMENT OF JUSTICE
NATHAN
TOLSON
E. A. TAMM
COURT

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 333,013
DATE 11/5/90 BY SP5C110MS

Memo - Director

-2-

3-18-38.

effect that the Bureau is not responsible for the accuracy of the article or articles included therein. It was also the opinion of the Conference that in securing articles from the various graduates that they be advised that it is entirely possible that a considerable period of time might elapse before the article would appear in the Bulletin.

If you are in agreement concerning the inclusion of the new section in the FBI Law Enforcement Bulletin, appropriate instructions will be issued to the Mechanical Section, Research Division, and Mr. Clegg's office concerning it.

Those present were Messrs. Nathan, Tamm, Hince, and Glavin.

Respectfully,

Clyde Tolson,
Chairman.

W. R. Glavin,
Secretary.

OK - H.

I doubt wisdom of Nathan's suggestion but I do think we will have to carefully edit the section.

H.

HN:CSH

March 22, 1938

MEMORANDUM FOR THE DIRECTOR

At an Executives Conference held on March 18, 1938, Messrs. Glavin, Clegg and Nathan being present, consideration was given to the attached suggestion of Wayne Y. Pond, Identification Division employee, that periodic, compulsory physical examinations be given the Bureau non-Agent employees.

The Conference unanimously decided that this would be impossible at this time, in view of the fact that many of the employees are Civil Service and, from the standpoint of policy and otherwise, it would be desirable to follow Civil Service rules.

Respectfully,
For the Conference,

Clyde Tolson, Chairman.

W. R. Glavin, Secretary.

RECORDED

66-2554-1166

BUREAU OF INVESTIGATION
MAR 24 1938 P.M.
U. S. DEPARTMENT OF JUSTICE

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ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 393,013
DATE 7/5/90 BY SP5CJL DMS

ORIGINAL FILED IN 66-2554-1166

WRG:ACS

March 17, 1938.

MEMORANDUM FOR THE DIRECTOR.

Copy to Bureau Conference
The Conference considered the suggestion submitted by SAC Guinane of the Oklahoma City Division to the effect that it would be well for the Bureau to furnish the various field offices with best photographs of graduates of the National Police Academy. Guinane points out that the graduates of the Academy would be very pleased to see their photographs in the various field offices, would not only appeal to their vanity but would tend to bring about a closer friendship between the graduates and the respective field offices.

The Conference was of the opinion that this would be an undesirable procedure to be handled from the Seat of Government. It was pointed out that should any SAC desire to secure a photograph of any graduate of the NPA, there should be no hesitancy on his part in communicating with the graduate in question and requesting a personally autographed photograph if such was available. If you are in agreement, there is attached hereto a communication to Mr. Guinane concerning this matter.

Respectfully,

Clyde Tolson,
Chairman.

W. R. Glavin,
Secretary.

Those present were Messrs. Nathan, Tamm, Hince, and Glavin.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/5/90 BY SP5/10mjs

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&
INDEXED

66-2554-1162

FEDERAL BUREAU OF INVESTIGATION	
MAR 20 1938 A.M.	
U.S. DEPARTMENT OF JUSTICE	
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CLERK	RECEIVED

WRG:ACS

March 18, 1938.

MEMORANDUM FOR THE DIRECTOR.

The Executives' Conference considered a suggestion submitted by Joseph F. Nolan, Stenographer of the El Paso, Texas, Office. Mr. Nolan suggested that in the circularization of peace officers and others by the various field divisions through the use of mimeographed forms, he believed a saving of time and supplies might be effected by printing the frank on the reverse of the mimeograph letterheads which, after being mimeographed, could be folded so that the frank would show and then addressed. He points out that this plan is followed at the present time with reference to wanted notices and circulars.

The Conference does not believe that this is a desirable procedure to follow in view of the fact that there would be no protection for the letter itself and by using mimeograph paper, the paper would be of such quality that it would not withstand the rough handling that the regular bond paper, which is used for wanted notices and circulars, can stand.

Nolan further suggests that the Bureau consider furnishing the various field divisions with post cards on which the frank was printed for use in sending out cancellations of wanted notices.

The Conference unanimously opposed this suggestion in view of the fact that it is not believed that the number of cards used warrants the preparation of a special card and frank to handle these wanted cancellations.

Those present were Messrs. Tamm, Nathan, Glavin, and Hince.

Respectfully,

Clyde Tolson,
Chairman.

W. R. Glavin,
Secretary.

RECORDED
&
INDEXED

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/5/96 BY SP5C/LMS

66-2554-1163

SEARCHED	INDEXED	SERIALIZED	FILED
FBI - EL PASO			
APR 1 1938			
U.S. DEPT. OF JUSTICE			

FILE

66-2554-1163

March 10, 1953

MEMORANDUM FOR THE DIRECTOR

The Conference was unanimously opposed to the purchase of this equipment to be available for use in key office. It was pointed out that if necessary cameras could be as easily forwarded to the field by air express from Washington as they could from any of the key offices. The Conference further points out that should such cameras be needed in any of the field offices, it would be a matter of moments to secure the rental of the necessary cameras.

Those present were Messrs. Nathan, Tamm, Clegg, and Glavin.

Respectfully,
For the Conference

Clyde Tolson, Tolson,
Chairman.

W. R. Gavin,
Secretary.

O.K. in view of our appropriation.

II.

RECORDED

66-2554-1164
FEDERAL BUREAU OF INVESTIGATION
MAY 26 1938 A.M.
U. S. DEPARTMENT OF JUSTICE
RECEIVED
MAY 26 1938
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ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/5/90 BY SP5CJ/DMs

COPY
EPC:JON

March 4, 1938

MEMORANDUM FOR MR. NATHAN

Re: Moving Picture Cameras

I have noted an increasing number of instances in which the field finds use for motion picture cameras. The present system is to lend a field office on request, one of the two 16 mm. cameras which are maintained in the Bureau's laboratory. These cameras are used by the field in such types of cases as War Risk Insurance or where it is desired to show witnesses or subjects in particular places or in the company of particular people.

I do not think that the time has arrived where all field offices should have moving picture cameras. I do believe, however, that they might be located at four, or possibly five key offices, for instance, New York, Chicago, Kansas City, Los Angeles, and Atlanta, and the entire field notified that cameras are available at these points.

If the installation of such cameras is approved it is the opinion of the laboratory that the offices should be furnished with a camera similar to the 16 mm. Bell and Howell 70 D A which has a turret lens mount accommodating three lenses, the camera to be equipped with a focus 1 1/4" lens, a 3 3/4" lens, and a 6" telephoto lens. Accessory equipment such as a tripod and carrying case should be included.

Before drawing specifications, however, I recommend, in line with suggestions previously made by Mr. Tolson, that at least three Special Agents in Charge be consulted as to their views both for the necessity of having the cameras at these key points and as to the desirability of the type of camera suggested by the laboratory.

Respectfully,

E. P. Coffey.

RECORDED

66-2554-1164

FEDERAL BUREAU OF INVESTIGATION	
MAR 26 1938 A.M.	
U. S. DEPARTMENT OF JUSTICE	
NATHAN	FOUR FILE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 393,013
DATE 7/5/90 BY SP5C110ms

ORIGINAL FILED IN 66-2554-1164

copy
WRG:ACS

March 17, 1938

MEMORANDUM FOR THE DIRECTOR

The Conference considered the suggestion submitted by SAC Hottel of the Washington Field Division under date of February 26, 1938, recommending that an additional door be placed in the detention quarters in the basement. He points out at the present time there is only a regular door at the entrance of the detention block and it would be very easy for some interested person to effect entry into the detention block for the purpose of liberating any person who may be held prisoner in there. He suggested that the main entrance door to the detention room be removed and replaced by a heavy steel door; that an announcer bell be installed and that a suitable peep hole be installed whereby an agent might answer and could observe a person or persons desiring admittance.

The Conference was advised that a suitable door is in possession of the building carpenters at the present time and that the total installation would cost approximately \$50.00. The Conference was further advised by Mr. Glavin that this cost might range anything from \$50 to \$100, he basing his statements on experience had with the National Park Service employees in the past.

The Conference is of the opinion that in view of the slight cost for the additional protective facilities that arrangements should be made to have the solid steel detention door placed thereon.

Respectfully,

Clyde Tolson,
Chairman.

W. R. Glavin,
Sec'y

Those present were Messrs. Nathan, Tamm, Hince, and Glavin.

RECORDED
&
INDEXED

66-2554-1165

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/5/90 BY SP5C/LDM/S

ORIGINAL FILED IN 66-4668-31

HHC:RLC

March 21, 1938.

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, Messrs. Tamm, Glavin, Nathan and Clegg being present, considered the entertainment to be provided by the Executive Conference at the National Police Academy banquet to be held on March 31, 1938.

It was decided, if approved by the Director, that the accordionist and his companion singer and the blues singer such as have been used heretofore for entertainment at these banquets be furnished as the entertainment feature at this banquet.

Respectfully,
For the Conference,

Clyde Tolson,
Chairman.

W. R. Glavin,
Secretary.

CC: Mr. Glavin.

RECORDED

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 303,013
DATE 7/5/90 BY SP5CJM/MS

66-2554-1166

FEDERAL

MAR 29 1938

TOLESON
CLEGG
TAMM

FILE

ORIGINAL FILED IN 66-2554-1166

Mr. Nathan
Mr. Tolson
Mr. Baughman
Mr. Clegg
Mr. Coffey
Mr. Crowl
Mr. Egan
Mr. Foxworth
Mr. Glavin
Mr. Harbo
Mr. Jettell
Mr. Lester
Mr. McGuire
Mr. Mumford
Mr. Nichols
Mr. Pennington
Mr. Quinn
Mr. Tamm
Mr. Tracy
Miss Gandy

P R O G R A M

MONTHLY CONFERENCE
BUREAU OFFICIALS AND SUPERVISORS - Training School No. 1
March 28, 1938 - 7:00 PM

1. Written examination
2. "Fraudulent Check File and Its Uses" by Mr. Blackburn.
3. "Observations Concerning Law Enforcement Agencies in Europe" (continuation of this discussion) by Mr. Coffey.
4. Announcements and questions

The estimated time for each of these items would cause the schedule to run about as follows:

7:40-8:30	"Fraudulent Check File and Its Uses"
8:30-10:00	"Observations Concerning Law Enforcement Agencies in Europe"

NOT RECORDED

66-2554

EAT:RP

March 10, 1938.

MEMORANDUM FOR THE DIRECTOR

Supervisors Conference

The Executive Conference considered a suggestion submitted to Inspector P. E. Foxworth during the course of the inspection of the Los Angeles Office by Romney Stewart, a stenographer in the Los Angeles Office, in which Mr. Stewart suggested that in the quoting of an extortion or similar letter in the report a sentence be set out stating that the letter is being quoted verbatim without any corrections being made as to spelling or punctuation in order to avoid the underlining of words and thus avoid confusion in determining words underlined to indicate misspellings and words actually underlined in the original extortion letter for emphasis.

The Conference was of the opinion that in individual instances where there is any purpose in setting forth such an explanation in connection with the quoting of extortion letters in investigative reports, this procedure may be followed, but does not believe that the Bureau should issue any specific instructions upon this subject, since no handicap or hardship has been encountered to date in this regard.

A letter is being addressed to Mr. Stewart thanking him for the submission of this suggestion.

Those in attendance at this session of the Conference were Messrs. Tolson, Nathan, Clegg, Glavin and Tamm.

Respectfully,
For the Conference.

Clyde Tolson, Chairman.

W. R. Glavin, Secretary.

RECORDED
&
INDEXED

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/5/90 BY SP5C10MS

66-2554-1167

FEDERAL BUREAU OF INVESTIGATION
MAR 30 1938 A.M.
U. S. DEPARTMENT OF JUSTICE

DIRECTOR
TOLSON
CLEGG
TAMM
FOUN
ONE
FILE

WRG:ACS

March 18, 1938.

MEMORANDUM FOR THE DIRECTOR.

③ The Conference considered a request received from SAC Vincent of the Atlanta Office concerning Recomar cameras. Mr. Vincent, in requesting Recomar cameras for his Resident Agents, suggests that a Model 33 camera be secured instead of Model 18, he pointing out that the Model 33 takes a picture twice as large as the Model 18 which is presently supplied, is more useful in photographing outdoor scenes, crime scenes and other subjects which include any amount of detail. Mr. Vincent understands that the Model 33 costs only \$6.75 more than the Model 18.

He also suggests that each field office be furnished with a 5 X 7 view camera equipped with an f.7.7. lens.

This request was referred to Mr. Coffey who states that although the Model 33 has a distinct advantage over the Model 18, in that the film or picture size is approximately twice that of the Model we presently furnish, he believes for the purposes of standardization the Model 18 cameras should be furnished the Atlanta Office.

The Conference is in agreement with Mr. Coffey's comment in this regard, it being pointed out that a larger camera is at the present time under order for each field office. If approved by you, an appropriate order for a smaller Recomar camera will be placed by the Chief Clerk's Office and Mr. Vincent will be advised concerning the larger camera which is to be furnished his office in the near future.

Respectfully,

RECORDED & INDEXED

Clyde Tolson,
Chairman.

W. R. Glavin,
Secretary.

66-2554-1168	
FEDERAL BUREAU OF INVESTIGATION	
MAR 30 1938 P.M.	
U. S. DEPARTMENT OF JUSTICE	
TOLSON FOUR	FILE

Those present were Messrs. Nathan, Tamm, Glavin, and Hince.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/15/90 BY SP5C10MS

WRG:atw

March 22, 1938.

MEMORANDUM FOR THE DIRECTOR

The Conference considered a suggestion submitted by SAC Scheidt of the Charlotte Division wherein he suggests that multigraphed form letters be used in following up delinquent cases in other field offices. He believes that form letters could be worded somewhat similarly to those used by the Bureau, this method of following up cases between field divisions being an improvement over the present system of using routing slips.

The Conference is unanimously opposed to having such a form letter of follow up made mandatory in the various field offices.

There is attached hereto a communication addressed to Mr. Scheidt concerning this matter.

Those present were Messrs. Nathan, Tamm, Clegg and Glavin.

Respectfully submitted,
FOR THE CONFERENCE,

Clyde Tolson,
Chairman.

W. R. Glavin,
Secretary.

Mr. Nathan _____
Mr. Tolson _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Egan _____
Mr. Gurnea _____
Mr. Harbo _____
Mr. Hendon _____
Mr. Jones _____
Mr. Mumford _____
Mr. Quinn _____
Mr. Nease _____
Mr. Pennington _____
Mr. Tamm _____
Mr. Egan _____
Miss Gandy _____

RECORDED
&
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ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/5/90 BY SP5CH/MS

66-2554-1169
FBI INVESTIGATION
MAR 30 1938
DEPT. OF JUSTICE
TOLSON CLEGG FOUR FILE

66-3482-83

JOHN EDGAR HOOVER
DIRECTOR

FEDERAL BUREAU OF INVESTIGATION

UNITED STATES DEPARTMENT OF JUSTICE
WASHINGTON, D. C.

EAT:RP

March 16, 1938.

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered the attached Bureau Bulletin in connection with information obtained by Agents of the Bureau while guarding prisoners, and was unanimously in favor of the submission of this bulletin to the field.

Those in attendance at this session of the Conference were Messrs. Nathan, Glavin, Hince and Tamm.

Respectfully,
For the Conference,

Clyde Tolson, Chairman.

W. R. Glavin, Secretary.

RECORDED
&
INDEXED

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323013
DATE 7/5/95 BY SP5C110MS

66-2554-1170	
FEDERAL BUREAU OF INVESTIGATION	
MAR 31 1938 A.M.	
U. S. DEPARTMENT OF JUSTICE	
TOLSON	TAMM
FOUR	FILE

ORIGINAL FILED IN 66-6205-13

COPY

HHC. RLD

March 21, 1938

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, with Messrs. Tamm, Glavin, Nathan and Clegg present, considered the applications for the May 2, 1938 session of the FBI NPA.

Each Special Agent in Charge was requested to make a canvass of the applicants in their respective field divisions and to advise the Bureau the names of those law enforcement organizations in their districts which could and would send a representative to the session of the Police Academy beginning May 2, 1938. A summary of the replies from those organizations which would respond favorably to an invitation is attached hereto.

In the event these recommendations are approved, the field offices will be informed that unless advised to the contrary letters of invitation will be mailed to each of the departments mentioned on or before April 1, 1938. Such a letter has been prepared for your approval.

Respectfully,
For the Conference

Clyde Tolson,
Chairman.

W. R. Glavin,
Secretary

Encl
cc Mr. Glavin

RECORDED
&
INDEXED

66-2554-1171
FEDERAL BUREAU OF INVESTIGATION
MAR 22 1938 A.M.
U.S. DEPARTMENT OF JUSTICE
CLERK
MAILED
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ORIGINAL FILED IN 66-2554-1171

C O P Y

FEDERAL BUREAU OF INVESTIGATION

WASHINGTON, D. C.

WRG:MTS

March 25, 1938

MEMORANDUM FOR THE DIRECTOR

The Conference considered a proposed form letter submitted by Mr. Harbo of the Statistical Section which would be addressed to all field offices requesting those offices to secure the number of missing persons, unidentified dead, and amnesia victims for their headquarters cities.

The conference was advised that if such an inquiry is made, it would cover cities having a total population of 27,894,532 persons, and that a fairly comprehensive, accurate, and nation-wide figure could be secured on this basis. Mr. Harbo pointed out that such a tabulation has not been secured since 1934.

The Conference is of the opinion that such information would be very desirable and if approved the attached form letter will be addressed to all field divisions.

Those present were Messrs. Nathan, Tamm, Tolson, Clegg, and Glavin.

Respectfully,
For the Conference,

Clyde Tolson,
Chairman,

W. R. Glavin,
Secretary.

RECORDED

66-2554 1172

FEDERAL BUREAU OF INVESTIGATION	
MAR 31 1938 P.M.	
U. S. DEPARTMENT OF JUSTICE	
FOUR	FILE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/5/96 BY SP5C110MS

ORIGINAL FILED IN 66-2554-541

WRG:atw

March 9, 1938

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered the advisability of furnishing the booklet, "Fingerprints" to others than duly constituted law-enforcement officials. Mr. Nichols in his memorandum to Mr. Tolson dated February 26, 1938, stated that in view of the many inquiries that are being received from libraries and reputable persons, he suggests that the policy which has been followed heretofore that this booklet be furnished only to duly constituted law-enforcement officials be changed, and that in the future, copies of this publication be furnished whenever it is deemed advisable to reputable citizens.

Messrs. Nathan and Schilder in commenting on this suggestion, stated that they are opposed and do not believe that any of the restricted publications should be sent to other than law enforcement officials. They also stated that if information regarding latent fingerprints is not limited to those publications then other publications containing such information should be withdrawn from general circulation, and be furnished only to law-enforcement officials.

It was pointed out by Mr. Schilder in a memorandum to Mr. Nathan dated February 28, 1938, that he had raised the question concerning the furnishing of this pamphlet to the Indianapolis Public Library under date of February 17th, in view of the fact that it would be a part of a circulating pamphlet collection.

The Conference, consisting of Messrs. Nathan, Tamm, Clegg and Glavin considered this suggestion and are of the opinion that the distribution of this publication should be limited to law-enforcement officials as at the present and that we would not broadcast information concerning latent fingerprints.

If this recommendation is approved by you, appropriate instructions will be issued concerning the distribution of the publication in question.

RECORDED
& FOR THE CONFERENCE, JUNE 7

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED
DATE 7/5/90 BY SP5C/ID/3

Clyde Tolson, Chairman

N. R. Glavin, Secretary.

Mr. Nathan
Mr. Tolson
Mr. Baughman
Mr. Clegg
Mr. Coffey
Mr. Crowl
Mr. Egan
Mr. Foxworth
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Miss Gandy

66-2554-1173

MAR 31

FOUR DIVISIONS
FBI

LAH:RLC

March 18, 1938.

MEMORANDUM FOR THE DIRECTOR

ALL INFORMATION CONTAINED RE: GRADUATION EXERCISES - SEVENTH SESSION FBI NPA
HEREIN IS UNCLASSIFIED 32303
DATE 7/5/90 BY SP5/AM/s

The Executive Conference considered the issuance of invitations for the graduation exercises which are to be held on April 2, 1938.

It was recommended that invitations be printed according to the attached sample which has already been approved by the Director and that they be sent to the following persons:

1. All the members of the Bureau's visiting lecturers staff as listed in the booklet "Training Schools - Selection of Personnel".

2. ~~Members of the Advisory Committee:~~

RECORDED

Chief of Police John L. Sullivan of Pittsfield, Massachusetts

Superintendent Edward J. Kelly of the Rhode Island State Police.

Chief of Police Peter J. Siccardi, Bergen County Police, Hackensack, New Jersey.

Director of Public Safety Andrew J. Kavanaugh, Wilmington, Delaware.

3. It is recommended also that invitations be made available to the members of the present session of the Academy, that is the graduates of the present class, and that this be handled by inquiring of the class concerning the number of invitations which they desire and then furnishing the requested number so they may individually mail the invitations to their guests.

4. It is recommended that an invitation be extended to Dr. J. W. Studebaker, Commissioner, Office of Education, U. S. Department of the Interior.

5. The Conference also recommended that invitations be extended to two friendly Senators & Congressmen. Mr. Glavin commented that Congressman Edward H. Rees had informed him that he would like to come to the graduation. It is noted that there are two members of the present class from Kansas.

6. In connection with the selection of the Senators to attend it is noted that there are two representatives from each of the following states in the present session of the Academy:

Kansas - Utah - Ohio - New Hampshire - New Jersey - Connecticut

1765
ORIGINAL FILED IN 1-4

Memo. for the Director.

- 2 -

March 18, 1938.

There are three representatives from North Carolina.

Those present were Messrs. Nathan, Glavin and Hince.

Respectfully,
For the Conference,

Glyde Tolson,
Chairman.

W. R. Glavin,
Secretary.

Enclosure.

CC: Mr. Glavin.

C
O
P
Y

EAT:RP

March 23, 1938.

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered the attached Bureau Bulletin entitled "Apprehension and Commitment of Deserters from the Military and Naval Forces of the United States" and unanimously approved the submission of this bulletin to the field.

Those in attendance at this session of the Conference were Messrs. Nathan, Clegg, Glavin and Tamm.

Respectfully,
For the Conference,

Clyde Tolson, Chairman.

W. R. Glavin, Secretary.

ORIGINAL FILED IN 66-1472-57

66-2554-1174X

RECEIVED
MAR 25 1938
U.S. DEPT. OF JUSTICE
FILE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/5/90 BY SP5C110MS

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/5/90 BY SP5C/LDM/S

NOT USED

66-25554-1174X
1175, 1176

m

FORWARDED TO
1-3094-

X 11 11 11
4 11 4

CO Y

OFFICE OF DIRECTOR
FBI

Mar 28, 1938

Mr. Glavin advised that what he wished to discuss with the Director was the possibility of Mr. Renneberger and himself being excused from the monthly conference of Bureau officials tonight. He states that the bowling league closes with final games tonight; that he is president of the League; that the Bureau team is in third place and if he and Mr. Renneberger are not there tonight to play the final game, it will mean that the Bureau will only have four men and will probably lose the game, which will mean that the Bureau would drop down to fifth place.

Mr. Glavin states it is immaterial to him but he would like the Director's decision on what he should do.
cek

Excused - H.

RECORDED

66-2554-1177

SEARCHED INDEXED
SERIALIZED FILED

MAR 29 1938

FBI - NEW YORK

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323013
DATE 7/5/90 BY SP5CJL/MS

KAT:CDW

March 28, 1938.

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered the attached bulletin relative to the indexing of the word "Tim" in all field offices, and was unanimously in favor of the submission of this bulletin to the field.

Those in attendance were Messrs. Nathan, Tolson, Glavin and Tamm.

Respectfully,
For the Conference,

CLYDE TOLSON,
Chairman.

W. R. GLAVIN,
Secretary.

ORIGINAL FILED IN

7-1820-16767

RECORDED

66-2554-1178

FEDERAL BUREAU OF INVESTIGATION

MAR 2 1938

U. S. DEPT. OF JUSTICE

FILE

ONE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/5/90 BY SP5C/LMS

COPY

EAT:RP

March 23, 1938

MEMORANDUM FOR THE DIRECTOR

The Executive Conference has considered suggestions emanating with Mr. Coffey that a number of Special Agents be brought to the Seat of Government for a course of training, not to exceed one week, in the technique of using the polygraph or lie detector. It is felt that the adoption of this procedure will eliminate some of the pressure which has been placed upon the Laboratory and the Agents named below are recommended for this special training at such time as it is possible to bring them to the Seat of Government.

The Agents selected are chosen primarily for their ability in the field of interrogation, the Conference being advised that a high degree of scientific knowledge is not necessary for the use of the lie detector:

V.E. Criss
M.J. Cassidy
W.P. Ellwood
Louis Loebl
J.G. Findlay
G.B. Norris
L.B. Reed
C.E. Weeks
E.A. Soucy
R.L. Fagan

Respectfully,
For the Conference,

Those in attendance at this session of the Conference were Messrs. Nathan, Clegg, Glavin and Tamm.

Clyde Tolson, Chairman.

W.R. Glavin, Secretary.

Director says "No". H.N.

~~NOT RECORDED~~

66-2554

HHC:BG

March 28, 1938.

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered the suggestion of Special Agent George V. Doherty, made to Inspector Tracy at Boston, that the dinner period for Administrative Schools be changed from one hour to one hour and a half. Due to the fact that the majority of those attending Administrative and Retraining Schools have indicated a desire for the one-hour dinner period so as to shorten the length of the night session, the Executive Conference recommended that there be no change in the present plan.

Those present were Messrs. Tolson, Glavin, Nathan, Tamm and Clegg.

Respectfully,

FOR THE CONFERENCE,

Glyde Tolson,
Chairman.

RECORDED & INDEXED

H. R. Glavin,
Secretary.

cc-Mr. Glavin

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/5/90 BY SP5CJL/oms

66-2554-1179

APR 28 1938

RECEIVED

FOI

WASH DC

APR 28 1938

ORIGINAL FILED IN 66-2554-1179

EAT:CDW

March 31, 1938.

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered the attached bulletin relative to the extension of the provisions of the Federal Impersonation Statute to officers and employees of Government owned or Government controlled corporations, and was in favor of the submission of this bulletin to the field.

Those in attendance were Messrs. Nathan, Tolson, Glavin and Tamm.

Respectfully,
For the Conference,

CLYDE TOLSON,
Chairman.

W. R. GLAVIN,
Secretary

RECORDED

66-2554-1180

FEDERAL BUREAU OF INVESTIGATION

APR 5 1938 A.M.

U. S. DEPARTMENT OF JUSTICE

RECORDED

FILE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/5/90 BY SP5C/vlpms

ORIGINAL FILED IN 47-11700-30

66-2354
EAT:RP

March 31, 1938.

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered the suggestion of Special Agent W. J. White submitted in his letter to the Bureau dated February 24, 1938, to the effect that a practical course in the law of Evidence be prepared in the form of lecture notes, this course to be distributed to all Bureau Accountants for their study.

The Conference does not recommend that any affirmative action be taken upon Agent White's suggestion, pointing out that Evidence, as it relates to the various types of cases investigated by the Bureau, is covered in the Manual of Instructions; a copy of a standard textbook on Evidence is available in each field office for study and reference; and further, the subject is gone into in the Bureau's training school. For these reasons the Conference does not believe that it is necessary to prepare any course on Evidence for distribution to Bureau Accountants.

Those in attendance at this session of the Conference were Messrs. Nathan, Clegg, Glavin and Tamm.

If you approve the views of the Conference in this matter an appropriate letter will be addressed to Agent White.

Respectfully,
For the Conference,

Clyde Tolson, Chairman.

W. R. Glavin, Secretary.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 333,013
DATE 7/5/90 BY SP5C10ms

RECORDED
&
INDEXED

66-2554-1181

FEDERAL BUREAU OF INVESTIGATION	
APR 15 1938 A.M.	
U.S. DEPARTMENT OF JUSTICE	
Tolson	Glavin
Nathan	Clegg
Tracy	Harbo
Quinn	Nease
Tele. Rm.	Director's Sec'y

ORIGINAL FILED IN 66-2354-22

EAT:RP

March 31, 1938.

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered a suggestion submitted by Mr. Cornelius that whenever a photograph of an individual is placed in a file a card be placed in the card index showing the name of the individual, the serial number of the photograph or the envelope in which it is contained and the fact that the serial contains a photograph. This suggestion is submitted by Mr. Cornelius in the belief that its adoption will expedite the searching of files for the purpose of locating photographs.

The Conference is of the opinion that the adoption of this suggestion would entail more work than the practical benefits which would accrue from the adoption of the suggestion. The Conference points out that in every file or section of a file there are comparatively few envelopes and that at most it takes but a very few minutes to locate a photograph in a particular file.

Those in attendance at this session of the Conference were Messrs. Nathan, Clegg, Glavin and Tamm.

Respectfully,
For the Conference,

Clyde Tolson, Chairman.

W. R. Glavin, Secretary.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323013
DATE 7/5/90 BY SP5C110ms

RECORDED

66-2554-1182

FEDERAL BUREAU OF INVESTIGATION
APR 5 1938
U. S. DEPARTMENT OF JUSTICE
TOLSON
TAMM
FOUR
1182

ORIGINAL FILED IN 66-2554-32

EAT:GDY

March 31, 1938.

MEMORANDUM FOR THE DIRECTOR

ms
The Executive Conference considered a suggestion emanating from Mr. Coffey that consideration be given to the use either practically or in demonstrations from time to time of the special recording equipment which has been placed in four key offices.

66
The Conference recommends that the attached letter be sent to the offices in which this equipment is available instructing them to utilize the equipment at least once every three months either in actual situations or in demonstrations at field office conferences. The Executive Conference concurs with Mr. Coffey's views that action must be taken to keep these machines and the Agents qualified to use them in first class condition and readiness at all times.

Those present at this session of the Conference were Messrs. Nathan, Tolson, Glavin and Tamm.

Respectfully,
For the Conference,

CLYDE TOLSON,
Chairman.

RECORDED

W. R. GLAVIN, FEL
Secretary.

66-2554-1183

APR 6 1938

TOLSON
TAMM
GLAVIN

ORIGINAL FILED IN 66-2554-1183

W
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/5/90 BY SP5C/LDM

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323.013
DATE 7/5/90 BY SP8/LMS

NCT USED

66-2554 - 118

MI
FINANCED TO

1-3094-X113

EAT:CDW

March 30, 1938.

MEMORANDUM FOR THE DIRECTOR

There was presented to the ⁰Executive Conference the attached bulletin relative to capitalizing all proper names appearing in investigative reports, which suggestion is predicated upon a recommendation of Mr. Clegg in connection with his inspection of the Investigative Division. Similar suggestions upon this subject have been received from time to time heretofore, and the Conference had under advisement at the time of Mr. Clegg's suggestion was submitted a similar suggestion, as a result of which six field executives had been asked to express their views concerning the adoption of this suggestion. Mr. Conroy, Mr. Connelley, Mr. Brantley and Mr. Hanson are opposed to this procedure, while Mr. Vetterli and Mr. Ladd express themselves as being in favor of this procedure.

The Executive Conference, composed of Messrs. Nathan, Tolson, Glavin and Tamm, is unanimously opposed to the adoption of this suggestion, it being noted that Mr. Clegg was not present on the occasion of the consideration being given to the current bulletin, and consequently, his vote is not actually recorded, although the inspection report of the Investigative Division indicates that he is in favor of the adoption of this plan.

Of course, the purpose to be served by this capitalization is to expedite and facilitate the indexing of proper names appearing in investigative reports and letters.

Respectfully,
For the Conference,

CLYDE TOLSON,
Chairman.

W. R. GLAVIN,
Secretary.

RECORDED

66-2554-1183
FEDERAL BUREAU OF INVESTIGATION

APR 6 1938 P. M.

U. S. DEPARTMENT OF JUSTICE

TOLSON
Clegg
Hatch
FILE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,913
DATE 7/5/90 BY SP5C110ms

WRG:atw

March 22, 1938

MEMORANDUM FOR THE DIRECTOR

9
Executive Conference
The Conference considered certain suggestions submitted by James W. Mackle, Clerk in the Personnel Files Section under date of March 17, 1938. Mr. Mackle suggested that the practice of putting a copy of the inspection report of a field division in the SAC's personnel file be discontinued, he pointing out that the inclusion of this copy of the inspection report in the SAC's file served no useful purpose since a copy of the report is maintained in the inspection file and is always available for ready reference; that an appropriate page could be inserted in the SAC's file making reference to the appropriate serial in the inspection file.

The Conference unanimously recommended that this practice be followed in the future.

Mr. Mackle also suggested that rubber stamps be secured for use during the next efficiency rating period. He pointed out that should rubber stamps bearing the necessary legends of "Excellent", "Very Good", et cetera be secured, these legends could be stamped on the file without disassembling each file.

The Conference unanimously recommended that this suggestion be approved. If the action of the Conference is approved by you, there are attached hereto appropriate memoranda for Mr. Crowl concerning this matter. There is also attached a letter addressed to Mr. Mackle.

Those present were Messrs. Nathan, Tamm, Clegg and Glavin.

Respectfully submitted,
FOR THE CONFERENCE,

Clyde Tolson, Chairman,

RECORDED

W. R. Glavin, Secretary

66-2554-1186

FEDERAL BUREAU OF INVESTIGATION	
APR 6 1938 P. M.	
U. S. DEPT. OF JUSTICE	
TOLSON	FILE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/5/90 BY SP5C/LLM/S

ORIGINAL FILED IN 66-2554-1186

HHC:BG

March 28, 1938.

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, Messrs. Tolson, Nathan, Glavin, Tamm and Clegg being present, considered the recommendation of Special Agent J. P. Sears of the recent Administrative School that the motion picture showing the reenactment of the Matteson Kidnaping be circulated among field offices.

Due to the fact that former Special Agent Woshell, who was dismissed from the service, plays a part in this picture and due to the further fact that the expense in duplicating this film would be fairly heavy and due to the still further fact that the film is being shown to all Retraining Schools and Schools for New Special Agents, it is not believed the Bureau should incur this additional expense.

If this recommendation is approved, there is attached hereto a letter to Special Agent Sears, to this effect.

Respectfully,

FOR THE CONFERENCE,

Clyde Tolson,
Chairman.

W. E. Glavin,
Secretary.

1 ENCL

cc-Mr. Glavin

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 333,013
DATE 7/5/90 BY SP5CJ/MS

RECORDED

66-2554-1187

FEDERAL BUREAU OF INVESTIGATION	
APR 6 1938 P. M.	
U. S. DEPARTMENT OF JUSTICE	
TOLSON	FILE
CLEGG	ONE

ORIGINAL FILED IN 66-1734-5667

LAH:VG

March 18, 1938.

MEMORANDUM FOR THE DIRECTOR

Special Agent John F. Sears of the Administrative School suggested during Division 3 Panel Forum that a motion picture showing the reenactment of the Mattson Kidnaping, together with appropriate explanatory script, be circulated among the field offices.

Respectfully,

H. H. Clegg.

ORIGINAL FILED IN 66-1934-5667

RECORDED

66-2554-1187	
FEDERAL BUREAU OF INVESTIGATION	
APR 6 1938 P. M.	
U. S. DEPARTMENT OF JUSTICE	
TOLSON	CLERK
FLANN	ONE FILE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/5/96 BY SP5C10MS

EAT:CDW

March 30, 1938.

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered the attached bulletin entitled "Re-statement of leads by Office of Origin and Office of Prosecution", which bulletin is predicated upon a suggestion advanced by Mr. Clegg in connection with his inspection of the Investigative Division, in which Mr. Clegg affirmatively recommends the adoption of this procedure. The plan outlined would require the office of origin and the office of prosecution in each investigative report submitted to set forth all undeveloped leads for all offices upon which reports have not been submitted. It is Mr. Clegg's belief that this procedure will tend to keep all investigative files up to date, will facilitate supervision of the investigations from the Seat of Government, and will tend to place upon the Agents in the various offices a responsibility for supervising investigations from the field standpoint.

Messrs. Nathan, Tolson and Glavin were opposed to the adoption of this suggestion, feeling that primarily the amount of work entailed is out of proportion to the value to be derived from this procedure. These men further feel that the suggestion is impractical, since if five or six offices are working on a case, the leads set forth will become obsolete if not inaccurate within a short time after a report is submitted, since reports will be received currently from auxiliary offices. It is further the opinion of these men that the requirement for the setting forth of undeveloped leads in the reports designated will not place any additional responsibility upon the Agents handling the cases, but will merely add additional work to those Agents.

Mr. Clegg was not in attendance at this session of the Executive Conference. Mr. Tamm is of the opinion that this suggestion should be adopted, at least for a trial period, in order to determine the practical possibilities which it presents, particularly for placing upon the Agents in the field the responsibility for properly following up all leads pending in a particular case.

Respectfully,
For the Conference,

CLYDE TOLSON,
Chairman.

W. R. GLAVIN
Secretary.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323613
DATE 7/5/90 BY SP5CJL/DMS

66-2554-1188
ORIGINAL FILED IN

EAT:CDW

March 31, 1938.

MEMORANDUM FOR THE DIRECTOR

Executive Conference considered the attached bulletin relating to carrying out unnecessary and illogical leads and the blind obedience to Bureau instructions regardless of facts known to the Special Agent in Charge of a particular field office district which were not in the possession of the Bureau at the time of the issuance of the instructions, and was in favor of the submission of this bulletin to the field.

This bulletin is predicated upon an observation which Mr. Connelley has made to Mr. Clegg, and which was referred to in the inspection report of the Investigative Division submitted by Mr. Clegg.

Respectfully,
For the Conference,

CLYDE TOLSON,
Chairman.

W. R. GLAVIN,
Secretary.

Those in attendance were Messrs. Nathan, Tolson, Glavin and Tamm.

Mr. Nathan
Mr. Tolson
Mr. Nathan
Mr. Clegg
Mr. Coffey
Mr. Crowl
Mr. Egan
Mr. Foxworth
Mr. Glavin
Mr. Harbo
Mr. Hottel
Mr. Lester
Mr. McIntire
Mr. Naughton
Mr. Nichols
Mr. Pennington
Mr. Schilder
Mr. Tamm
Mr. Tracy
Miss Gandy

RECORDED
&
INDEXED

66-2554-1189

FILED

APR 2 1938

U.S. DEPT. OF JUSTICE

RECEIVED

CHIEF OF BUREAU

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 353-613
DATE 7/5/90 BY SP5C/LDMs

ORIGINAL FILED IN 66-2277-39

FAT:SDW

March 30, 1938.

MEMORANDUM FOR THE DIRECTOR

By
The Executive Conference, consisting of Messrs. Nathan, Tolson, Glavin and Tamm, considered the attached Bureau Bulletin relative to the incorporation in the synopsis of reports data to be subsequently recorded as statistics in the Bureau, and was unanimously in favor of the submission of this bulletin to the field.

Respectfully,
For the Conference,

CLYDE TOLSON,
Chairman.

W. R. GLAVIN,
Secretary.

RECORDED

66-2554-190
APR 6 1938
TOLSON
OFF. CHIEF
TAMM
FOUR

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 333,013
DATE 7/5/90 BY SP5 CJDms

ORIGINAL FILED IN 66-2562-545

COPY

WRG:atw

March 22, 1938

MEMORANDUM FOR THE DIRECTOR

The Conference again considered the suggestion previously submitted by SAC Hanni of the Aberdeen Division wherein Mr. Hanni stated that he believed it would be desirable for the Bureau to use railroad flares in Bureau automobiles, such flares to be used when it is necessary for a Bureau-owned automobile to park on poorly lighted roads.

This suggestion was submitted to SAC'S Ladd, Conroy, Brantley, Gurnea and Inspector Connelley. They all recommended against the use of railroad flares in Bureau-owned automobiles. Mr. Ladd in his letter pointed out that he maintains some of these flares with his supplies at the present time to be used in connection with raids or plants of any kind should they be needed. He states that a small supply of these flares in each field office for some such emergency might be advisable.

In view of the fact that it was the consensus of opinion of five field officials that the use of railroad flares is not necessary, the Conference recommends that no such equipment be furnished to the field. The conference believes, however, should any Special Agent in Charge believe it necessary to have such flares, that his request be not turned down. If approved by you. Mr. Hanni will be so notified and an appropriate order placed for him.

Those present were Messrs. Nathan, Tamm, Clegg and Glavin.

Respectfully submitted,
FOR THE CONFERENCE,

s/Clyde Tolson,
Chairman,

s/W.R. Glavin,
Secretary.

"O.K. - H."

RECORDED

66-2554-1191

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/5/96 BY SP5CJL/oms

RECEIVED
OFFICE OF THE ATTORNEY GENERAL
JUL 23 1938
U.S. DEPT. OF JUSTICE
FILE

ORIGINAL FILED IN 66-2554-1191

COPY

AHC:TS

March 17, 1938

MEMORANDUM FOR MR. GLAVIN

Reference is made to Bureau letters to Mr. Conroy, Mr. Ladd, Mr. Connelley, Mr. Gurnea and Mr. Brantley, concerning the use of railroad flares in Bureau automobiles.

Please be informed replies have been received from all of these men and they unanimously recommend against the use of such flares in Bureau cars.

Mr. Ladd does point out however, that he maintains some of these flares with his supplies at the present time to be used in connection with raids or plants of any kind should they be needed. Mr. Ladd states that a small supply of these flares in each field office for some such emergency might be advisable.

Respectfully,

s/A.H. CROWL

ORIGINAL FILED IN 66-1734-5668

RECORDED

66-2554-1171	
FEDERAL BUREAU OF INVESTIGATION	APR 2 1938
U.S. DEPARTMENT OF JUSTICE	
FOUR	FILE
ONE	TWO
THREE	FOUR

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 393.013
DATE 7/5/90 BY SP5C/10ms

March 22, 1938

MEMORANDUM FOR THE DIRECTOR

The Conference considered the suggestions contained in a memorandum for the Director dated March 15, 1938, submitted by Mr. Clegg for certain changes to be incorporated in the booklet entitled, "Training Schools - Selection of Personnel" at the time it is revised.

Mr. Clegg suggests that the figure appearing in line 3, paragraph 2, which states that last year approximately "95%" of all cases investigated by Special Agents of the FBI which were selected for prosecution resulted in conviction, should be considered for accuracy.

The Conference is of the opinion that since the figure approximates "95%" and cannot be attacked in view of the wording "all cases investigated by Special Agents of the FBI which were selected for prosecution resulted in conviction" it should not be changed.

He suggests that beginning on page 23, the statistics concerning the Bureau's personnel and their avocations be brought up to date. It is believed that this should be done.

It is suggested that the name of Professor Thurman W. Arnold who appears as a member of the visiting faculty staff be considered as to whether his name should continue to be included as a member of the visiting faculty staff.

The Conference was of the opinion that Mr. Arnold's name should continue to appear as it has in the past.

Mr. Clegg suggests that consideration be given to dropping the name of James V. Bennett, Director Bureau of Prisons from the list of visiting faculty members.

The Conference was of the opinion that Mr. Bennett's name should be dropped.

It was pointed out that the paragraph concerning Mr. Maxwell Halsey refers to him as Staff Safety Engineer, Bureau of Surety and Casualty Underwriters. Mr. Clegg reports that this reference should be omitted since Mr. Halsey is no longer connected with this organization.

The Conference recommends that this be done.

He further recommends that Mr. Andrew J. Kavanaugh be shown as Director of Public Safety, Wilmington, Delaware. The Conference in considering the inclusion of Mr. Kavanaugh as a member of the visiting faculty was advised that it is not anticipated that he will again lecture. It was then recommended that his name be stricken from the list.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 333,813
DATE 7/5/90 BY SP5EAM/MS

66-2554-1191X
RECORDED & INDEXED
FBI
NOLSON
CLEGG
RES. DIV.
MAY 1938
FILE

66-3701-3897

Memorandum for the Director

- 2 -

March 22, 1938.

Mr. Clegg suggests that the listing of Mr. Paul G. Kirk should be changed to indicate his present position as Justice of the Superior Court of the State of Massachusetts and that the present listing should be changed to read "Formerly" Superintendent of Public Safety, State of Massachusetts.

The Conference is of the opinion that in view of the fact that Mr. Kirk is now a Justice of the Superior Court of the State of Massachusetts that his name be deleted from the list of the visiting faculty staff.

He reports that Mr. Bruce Smith has recently advised him that he, Smith is not a member of the National Crime Commission and recommends that the reference to Mr. Smith's being a member of the National Crime Commission be omitted.

The Conference recommends that this be done.

If the recommendations of the Conference are approved by you, an appropriate memorandum will be directed to the Research Division instructing that the necessary changes be made.

Respectfully submitted,
FOR THE CONFERENCE,

Glyde Tolson,
Chairman,

W. R. Glavin,
Secretary.

COPY

AHC:TS

April 4, 1938.

RECORDED

66-2554-1171
Special Agent in Charge,
Aberdeen, South Dakota.

Dear Sir:-

Reference is made to your communication dated February 7, 1938, wherein you advise that Special Agent (A) Allan J. Bryden has suggested that railroad flares be issued for each Bureau car to be used on highways.

Please be informed the Bureau has considered this suggestion and has concluded that it is unnecessary to equip each car with railroad flares. The Bureau believes, however, that should any Special Agent in Charge desire any of these flares that they should be furnished and a supply of twenty-four has been ordered for the Aberdeen Office.

Very truly yours,

John Edgar Hoover,
Director.

ORIGINAL FILED IN 66-2554-3668

g
AHC:MTS

April 6, 1938.

MEMORANDUM FOR THE DIRECTOR

h
The Executive Conference considered a suggestion made by Special Agent in Charge Bugas that the Bureau consider purchasing for the Birmingham Office a portable mimeoscope which might be attached to the mimeograph machine in the Birmingham Office for the purpose of making sketches, maps, charts, et cetera, thus enabling mimeographed copies of same to be duplicated in a similar manner as printed pages in the ordinary use of a mimeograph machine.

The Executive Conference, consisting of Messrs. Nathan, Tamm, Tolson, Clegg, and Crowl, was opposed to Mr. Bugas' suggestion, inasmuch as it was of the opinion that this equipment was unnecessary.

Respectfully,
For the Conference,

Clyde Tolson,
Chairman,

W. R. Glavin,
Secretary.

RECORDED.

66-2554-1192

FEDERAL BUREAU OF INVESTIGATION	
APR 12 1938	
U. S. DEPT. OF JUSTICE	
SEARCHED	INDEXED
SERIALIZED	FILED

APR 12 1938

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 393,013
DATE 2/5/90 BY SP5CU DMS

ORIGINAL FILED IN 66-32-3556

HBC:BG

March 28, 1938.

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, Messrs. Tolson, Nathan, Glavin, Tamm and Clegg being present, considered the recommendation of Mr. Schilder that a form be used in forwarding photographs to the Bureau from field divisions. This form will include a chart and will enable representatives of the Bureau to make comment on the third copy of this communication, to be returned to the field office as instruction or criticism.

If this is approved, there is attached hereto a letter addressed to all Special Agents in Charge, putting this program into effect.

Respectfully,

FOR THE CONFERENCE,

Clyde Tolson,
Chairman.

W. R. Glavin,
Secretary.

RECORDED
&
INDEXED

cc-Mr. Glavin

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 393,013
DATE 2/5/90 BY SP5CJL/mjs

66-2554-1192X	
FEDERAL BUREAU OF INVESTIGATION	
MAY 3 1938	
U. S. DEPARTMENT OF JUSTICE	
NATHAN	TOLSON
CLEGG	GLAVIN
WATSON	WATSON
WATSON	WATSON
WATSON	WATSON
WATSON	WATSON

ORIGINAL FILED IN 100-17

COPY

AHC:TS

April 11, 1938.

MEMORANDUM FOR MR. TOLSON

Reference is made to the attached Executive Conference memorandum with regard to the purchase by the Bureau of three Exhibit Banners for use in calling attention to the exhibits of the FBI when the Bureau utilizes space in some type of exhibition room.

From a review of the Decisions of the Comptroller General it will be noted that "It has been held generally that appropriated funds may not be used for exhibits without express statutory authority therefor. 2 Comp. Gen. 581. The exceptions to that general rule are cases in which the exhibit is pursuant to a duty imposed by law upon the Department or service to disseminate useful information concerning the activity to which the exhibit relates. 4 Comp. Gen. 457". It has been further held that, "the appropriation for the enforcement of national prohibition during the fiscal year 1922, 41 Stat., 1275, is not applicable to expenses incurred by the participation of prohibition officials in a State or other fair or exposition, express statutory authority being necessary for incurring such expenses".

In view of the decisions mentioned, it would appear that the Bureau's appropriation is not available for the purchase of the banners in question.

I have received an informal estimate from Woodward and Lothrop that such a banner would cost approximately \$65.00 but that it would be necessary for them to communicate with New York City in order to secure an accurate estimate of the cost.

Respectfully,

s/ A.H. CROWL.

1 ENCL

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 333,013
DATE 7/5/90 BY SP5C/LMS

66-2554-1193
FEDERAL BUREAU OF INVESTIGATION
APR 13 1938 P. M.
U.S. DEPARTMENT OF JUSTICE
TOLSON
HOLLOMAN
OLIVER
TAMM
EARS

ORIGINAL FILED IN 66-2554-1813

COPY
EAT:RP

March 31, 1938.

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered the suggestion of Mr. Leo J. Gauthier that the Bureau purchase three Exhibit Banners for use in calling attention to the exhibits of the FBI when the Bureau utilizes space in some type of exhibition room or hall. The Conference was unanimously in favor of the purchase of such banners and also approved the sketch of a proposed banner which Mr. Gauthier attached to his memorandum.

Those in attendance at this session of the Conference were Messrs. Nathan, Glegg, Glavin and Tamm.

Respectfully,
For the Conference,

Clyde Tolson, Chairman

W. R. Glavin, Secretary

ORIGINAL FILED IN 66-2765-1813

1 ENCL

ms

[Handwritten signature]

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/5/70 BY SP5CJ/DMJ

66-2554-1193	
FEDERAL BUREAU OF INVESTIGATION	
APR 13 1938 P. M.	
U. S. DEPARTMENT OF JUSTICE	
TOLSON	ROUSE
W. R. GLAVIN	TAMM
NEASE	W. J. CROFT

FEDERAL BUREAU OF INVESTIGATION

WASHINGTON, D. C.

March 7, 1938.

MEMORANDUM FOR MR. TAMM

Submitted herewith is a sketch of a proposed "EXHIBIT BANNER". The FBI exhibit at the Mayflower Hotel, held in conjunction with numerous other exhibits assembled there in connection with the Dental Convention, could be considerably augmented by having two banners placed at both ends of the exhibit area.

This suggestion is made so that the Bureau will consider the advisability of placing orders for at least three such banners to be used for future FBI exhibitions. A third banner is mentioned for the reason that in many instances where the exhibition is adjacent to the main lobby, the public invariably fails to be drawn to the exhibit unless some appropriate setup in the lobby is adhered to at all times.

Such banners, if approved, would be shipped along with all large exhibits emanating from the Bureau in the future.

The banners could be made out of silk mounted on a six-foot spear head or eagle head type staff. The sketch illustrating the banner is a hurry-up conception of the writer and is open to further study as to color, wording, size, etc.

Respectfully,

/s/ Leo J. Gauthier.

ORIGINAL FILED IN 66-2765-1813

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323613
DATE 7/5/96 BY SP5C/LMS

66-2554-1173	
FEDERAL BUREAU OF INVESTIGATION	
APR 14 1938 A.M.	
U.S. DEPARTMENT OF JUSTICE	
TOLSON	FOUR
WILLIAMS	WILE

HHC:VG

April 4, 1938.

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered the communication addressed to Mr. Schilder by the Assistant Supervisor of Correspondence Studies, under the Works Progress Administration for Oklahoma, relating particularly to the correspondence course on fingerprint science.

It is noted that this statement is included in the phraseology "We have among our enrollees in FINGERPRINT SCIENCE employees of the United States Department of Justice, Immigration and Border Patrol"

In view of the undesirability for this type of training to be made available and in view of the failure of the local administration of the WPA in Oklahoma to curb these activities, it was believed that Mr. Schilder should be designated to confer with the officials of the WPA in Washington with a view to terminating, if possible, this type of correspondence course in fingerprint identification work. This course was initially prepared under the joint sponsorship of the University of Oklahoma and the WPA of Oklahoma. The Bureau addressed a communication to the University of Oklahoma indicating the undesirability of making this information available to others than law enforcement officials and a communication was received from the University indicating an agreement with the Bureau's position. Later, however, they apparently changed their minds and this correspondence course, for which a fee of \$3.50 is charged, was inaugurated. A protest was received from one group of identification officers. It was not forwarded to the University of Oklahoma.

It is believed that the best way to handle this would be by a personal conference with WPA officials in Washington in order that in an informal manner the Bureau's attitude toward this type of training for the public at large, could be made known.

Mr. Nathan
Mr. Tolson
Mr. Baughman
Mr. Clegg
Mr. Coffey
Mr. Crowl
Mr. Egan
Mr. Foxworth
Mr. Glavin
Mr. Harbo
Mr. Hottel
Mr. Lester
Mr. Quinn
Mr. Nease
Mr. Nichols
Mr. Pennington
Mr. Schilder
Mr. Tamm
Mr. Tracy
Miss Gandy

RECORDED

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 393,613
DATE 3/23/90 BY SP5Cil/dms

FEDERAL BUREAU OF INVESTIGATION

MAY 4 1938

U.S. DEPARTMENT OF JUSTICE

FILE

ORIGINAL FILED IN 62-42084-91

HHC:VG

April 4, 1938.

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, with Messrs. Tolson, Nathan, Tamm, Cronk and Clegg present, considered the request of Major General Breckinridge of Quantico for a representative of the Provost Marshal Detachment to attend the FBI National Police Academy.

The Executive Conference believed it would be more desirable for the representative to attend the new agents' school at the same time that representatives of the Naval Intelligence Division take the new agents' course of training in the next class which is scheduled to begin on April 18, 1938.

In view of General Breckinridge's cooperation, it was recommended that his representative be accepted to attend the new agents' school in Washington. If approved, General Breckinridge is being so advised.

Respectfully,

FOR THE CONFERENCE,

Clyde Tolson,
Chairman.

W. R. Glavin,
Secretary.

cc: Mr. Glavin

RECORDED
&
INDEXED

66-2554-1194	
FEDERAL BUREAU OF INVESTIGATION	
APR 14 1938 A.M.	
U. S. DEPARTMENT OF JUSTICE	
FILE	FILE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/5/96 BY SP5CND/MS

ORIGINAL FILED IN 66-2554-1194

Director

- 2 -

April 4, 1938.

If this is approved, there is being addressed to Mr. Schilder a communication instructing him to confer with the officials of the WPA.

Those present at the Conference were Messrs. Tolson, Nathan, Tamm, Crowl and Glavin.

Respectfully,

FOR THE CONFERENCE,

Clyde Tolson,
Chairman.

W. R. Glavin,
Secretary.

cc: Mr. Glavin

April 6, 1938.

MEMORANDUM FOR THE DIRECTOR

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/5/90 BY SP5C/oms

The Executive Conference, Messrs. Tolson, Nathan, Glavin, Tamm and Clegg being present, considered the suggestions made by members of the recent re-training school as follows:

1. That books in Bureau Field Offices be numbered in order to make the listing of these books in the inventory easier.

The Conference recommended unfavorably with reference to this due to the fact that these books, it is believed, should be listed by name on the inventory in order to acquaint the Bureau with the exact nature of the needs of Field Office libraries.

2. With reference to the suggestion that questionnaires be discontinued in War Risk Insurance cases since they are not admissible as evidence, you are advised that the Conference desired to point out that these questionnaires were not intended to be used as evidence. Instead, they are to serve as a guide to the Special Agents to determine if further investigation should be conducted and if the physician should be interviewed in greater detail. This recommendation was, therefore, disapproved.

3. The recent Bureau regulations require that enclosures for other field offices be listed under a heading marked "enclosures" in the investigative report. It was, therefore, suggested that it be required that all evidence for the file be listed under this same heading with the evidence for the files of the field office preparing the report.

The Conference felt that either this form or the usual form of listing such evidence in the details would be agreeable and, therefore, it was not believed that any established form or rule should be adopted, but it was believed that the discretion of the Agents preparing the report might be followed.

4. It was suggested that the Bureau discontinue investigation of unknown deceased in the Latson Case.

The Conference desires to point out that this has been

Mr. Nathan
Mr. Tolson
Mr. Boardman
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Jones
Mr. Keith
Mr. Lester
Mr. Quinn
Mr. Nease
Mr. Pennington
Mr. Nease
Mr. Schilder
Mr. Tamm
Mr. Tracy
Miss Gandy

ORIGINAL FILED IN 1-19-151

RECORDED
66-2554-1195
APR 14 1938
TOLSON
CLEGG
FOUR
FILE

ENCLOSURE
ms
w
J. Edgar Hoover

April 6, 1938.

5. It was recommended that, when sending out communications by letter, telegram or teletype, both the business and residence address of references in applicant cases be listed and the Conference approved this suggestion unanimously. A memorandum is being prepared for the Chief Clerk's Office that this is approved.

It was also recommended that field offices be instructed to list both the home and business addresses of persons to be interviewed when such information is available in order to save the time of Special Agents making the investigations.

The Conference recommended unanimously that this be done and, if approved, a bulletin is being prepared accordingly.

6. A Special Agent in the re-training class suggested that in offices like New York and Chicago their routine overtime be distributed among employees by weeks so that Special Agents would be able to make and keep such social engagements as were possible, of course, it being understood that emergencies would always, if necessary, make a variation in the schedule.

The Executive Conference believed that each case must, of course, be handled in the manner that was required and that no routine overtime for overtime sake being required, it was impossible to comply with this suggestion; accordingly, an unfavorable recommendation was made.

Mr. Nathan
 Mr. Tolson
 Mr. Boardman
 Mr. Clegg
 Mr. Coffey
 Mr. Crowl
 Mr. Egan
 Mr. Foxworth
 Mr. Glavin
 Mr. Harbo
 Mr. Hottel
 Mr. Lester
 Mr. McHugh
 Mr. Nason
 Mr. Nichols
 Mr. Pennington
 Mr. Rosen
 Mr. Schilder
 Mr. Tamm
 Mr. Tracy
 Miss Gandy

7. The suggestion was made that the SAC be informed that suggested action is ordered by the Bureau and the SAC is aware of circumstances which would make such suggested action inadvisable, he should inform the Bureau Officials of such existing circumstances.

This matter is being covered in a separate bulletin which has already been approved.

8. It was suggested that telegrams from the Bureau concerning research matters be more explicit as to the nature of the inquiry since some of them should be given more detailed attention others; some of the investigations being for the purpose of determining if a speaking engagement should be accepted; others to determine the advisability of furnishing an autographed photograph. Mr. Pennington suggested that a code word in the telegram could be devised to show the type of investigation desired.

The Conference was of the opinion that Mr. Tolson should handle this matter by conferring with representatives of the Research

April 6, 1938.

Division and should take such action as appeared advisable in each instance.

9. It was suggested that there be inserted in the Manual of Instructions the Federal Statute concerning the introduction of certified copies of records.

This was disapproved by the Conference in view of the fact that this is a legal point concerning the introduction of evidence at the trial and is a necessary instruction for the United States Attorney but not necessary for Special Agents.

10. Many of the Agents suggested that there were wild unnecessary leads being sent out by Field Offices and the reports were not being rejected by the field office receiving such leads.

The Conference desires to point out that an approved bulletin concerning this point is in process of issuance at this time.

11. It was suggested that the Bureau give consideration to amending the modus operandi form in bank robbery cases.

The conference desires to advise that this matter is being studied at the present time to determine if the modus operandi form should be continued and if so, the form in which they should be prepared.

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Crowl
Mr. Egan
Mr. Foxworth
Mr. Glavin
Mr. Harbo
Mr. Hottel
Mr. Lester
Mr. McIntire
Mr. Naughten
Mr. Nichols
Mr. Pennington
Mr. Rosen
Mr. Schilder
Mr. Tamm
Mr. Tracy
Miss Gandy

cc: Mr. Glavin

Respectfully,
For the Conference,

Clyde Tolson,
Chairman,

W. R. Glavin,
Secretary.

HHC:RLC

March 7, 1938.

MEMORANDUM FOR THE DIRECTOR

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 7/5/90 BY SP5C/10m5

During the course of the Retraining School, in view of certain statements which have been made recently by Special Agents concerning interpretation of overtime and practices in the field, I held an open forum discussion and invited the Agents to speak frankly of any manner of Bureau policy or office policy which they felt should be called to the attention of the Bureau.

During the course of this discussion Special Agent J. R. Calhoun inquired if a request for annual leave would result automatically in an Agent being transferred. I called attention to the Director's recent instructions that all Agents during the current year are to receive their annual leave. He stated he was glad to hear this; that the impression prevailed in his office (he is now assigned to Little Rock) that an application for annual leave would be followed shortly thereafter by a transfer and this had happened perhaps as a coincidence on a few occasions. He stated he now understood the rule and the Bureau's policy.

Other suggestions were made as follows:

1. That books in Bureau field office libraries be numbered in order to effect an easier listing in the inventory.

2. That questionnaires be discontinued in War Risk Insurance cases since they are not admissible in the present form.

3. That evidence to go to the files of a field office be listed as evidence for that field office when the report is prepared just as enclosures are listed for other offices.

4. It is recommended that the Bureau discontinue running down investigations to eliminate deceased, but that if this practice must continue that the Bureau be more logical by eliminating negroes, women and those over sixty. That the value of these elimination investigations appears to be limited but the burden is heavy and that this matter be eliminated to obtaining fingerprints and perhaps fingerprints and photographs.

5. That all applicants and other leads both from the Bureau and field offices home addresses and business addresses both be given when possible as this would save considerable time.

6. One of the Agents of the New York Office, Mr. Laughlin I believe was the particular Agent, suggested overtime be distributed by weeks so that in larger offices, like New York and Chicago, the routine overtime would be performed by one group of Agents one week and one group the following week and perhaps a third group on a third week. Of course emergencies would destroy this set-up,

66-2554-1195

FEDERAL BUREAU OF INVESTIGATION
APR 13 1938 P.

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MARCH 10 1938

ORIGINAL FILED IN 1-19-15

March 7, 1938.

but it would permit engagements of social and personal character which are important to the Agents in many instances.

7. That the Bureau consider the advisability of some of the leads which are forwarded to offices. There was one instruction recently from the Bureau to place a surveillance on the brother of a fugitive. The fugitive's brother knew he was under surveillance, it appears, and there was no logic in continuing this surveillance and perhaps very little logic in beginning it. Yet this took the time of a number of Agents and they felt the Special Agent in Charge was not sufficiently informed that he would object to illogical instructions coming from the Bureau of this type.

8. It was stated that frequently telegrams from the Bureau describing a matter as a research matter were received without giving the reason for investigating certain individuals and, therefore, the field was not properly informed. It occurs to me that some code words might be established. One code word to represent investigate to ascertain if an invitation to make a speech should be accepted and another to see if an autograph or photograph would be properly presented to the party.

9. One individual suggested that there be inserted in the Manual the method of introducing certified copies of records as there is a statute covering this point.

10. Many of the Agents felt that there were far too many wild unnecessary leads, but the Agents in Charge failed to send the reports back or refuse to run down the lead for fear this would be interpreted as criticism and the other Agent in Charge would in turn get even when an opportunity arose.

11. It was suggested that an amended modus operandi form in bank robbery cases be prepared, the details of which, however, were not discussed.

Respectfully,

W. H. Clegg.

COPY

CT: ACS

4-12-38

MEMORANDUM FOR THE DIRECTOR

With reference to the attached Executives' Conference memorandum dated March 9th relative to the gymnasium in the New York Field Division, this memorandum will record the fact that we looked over this space at New York City last week and asked Mr. Vetterli to try to arrange so that the elevator, which is adjacent to the two rooms on the first floor, be utilized if arrangements for the same can be effected through the custodian of the Federal Building at Foley Square. Mr. Vetterli was told that if he could secure appropriate elevator service, steps would then be taken at the SOG to outline a program of supervised physical training for the New York Division.

Clyde Tolson

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/5/90 BY SP5CJ/oms

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1 ENCL

66-2554-1196

FEDERAL BUREAU OF INVESTIGATION	
APR 15 1938	
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FBI - NEW YORK	

OFF. OF THE ATTORNEY GENERAL
FOUR

ORIGINAL FILED IN 66-2554-1196

FEDERAL BUREAU OF INVESTIGATION

WASHINGTON, D. C.

April 4, 1938.

HHC:VG

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, with Messrs. Tolson, Nathan, Tamm, Crowl and Clegg present, recommended the approval of the suggestion made by Mr. Goudge that competitive games, consistent with the gymnasium facilities available in the Bureau, be included as a part of the physical training as scheduled. In the basement gymnasium, competitive calisthenics, medicine ball passing games, deck tennis, handball and volley ball, operated under strict supervision, were approved. It was further believed that Mr. Goudge should make inquiries as to the types of recreational games which might be suited to the roof gymnasium during the summer, but which would not involve the use of equipment which might likely fall off the roof.

If the above is approved, the present segregation of employees in the Underweight, Overweight and Normal weight groups will be eliminated and the schedule of physical training will be as follows:

Retraining Schools	10:00 - 11:00 A. M.
FBI National Police Academy	2:00 - 3:00 P. M.
Executive Conference Members	3:00 - 4:00 P. M. on Monday, Wednesday and Friday.
Group 1 Supervisors	3:00 - 4:00 P. M. on Tuesday, Thursday and Saturday 11AM to 12N
Group 2 Supervisors	5:00 - 6:00 P. M. on Monday, Wednesday and Friday.
New Agents' Training Schools	4:15 - 5:00 P. M. Monday through Friday.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 303,012
DATE 7/5/90 BY SP5/BJM/MS

If the above is approved, an interoffice memorandum, setting forth the proposed change in schedule, is attached hereto, for approval.

Respectfully,
FOR THE CONFERENCE,

RECORDED
Clyde Tolson,
Chairman.

W. R. Glavin,
Secretary.

cc: Mr. Glavin.

66-2554-1197

FEDERAL BUREAU OF INVESTIGATION

APR 15 1938 A.M.

U. S. DEPT. OF JUSTICE

TOLSON CLEGG

FILE

ORIGINAL FILED IN 66-2765-1814

MEG:EG

March 28, 1938.

MEMORANDUM FOR MR. CLEGG

Re: Change of physical training routine and schedule.

In accordance with my conversation with the Director on Thursday, March 23, 1938, I want to suggest that we include physical activity of a recreational nature in our routine to take effect immediately. It is my plan to use competitive games consistent with our gymnasium facilities in conjunction with practical instruction, jiu-jitsu and physical exercises. The recreational feature for the training schools will be limited and confined to simple medicine ball passing games and competitive calisthenics. For the Executives and Supervisors, I can use deck tennis, handball, and medicine volley ball. All games will be under supervision and run on a tournament basis, if possible.

I would also like to suggest that we discontinue to designate groups "A", "B" and "C" in regard to attendance, and allow the heads of the divisions to assign gym periods in accordance with the schedule shown below:

Executives	3:00 - 4:00	Monday, Wednesday and Friday
Supervisors	3:00 - 4:00	Tuesday and Thursday
"	5:00 - 6:00	Monday, Wednesday and Friday
"	11:00 - 12:00	Saturday

(Supervisors can use 3:00 to 4:00 on Monday, Wednesday and Friday as a make-up period, with permission of Mr. Goudge.)

Respectfully,

RECORDED

M. E. Goudge

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 303,013
DATE 7/5/90 BY SP5CJ/MS

66-2554-1197

FEDERAL BUREAU OF INVESTIGATION	
APR 15 1938 U.S.	
U. S. DEPT. OF JUSTICE	
SEARCHED	INDEXED
SERIALIZED	FILED

EAT:RP

April 7, 1938.

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, predicated upon a recommendation made during the recent inspection of the Identification Division, considered the instructions requiring the Fugitive Supervisor to forward to the Identification Division once quarterly descriptive data concerning all Bureau Fugitives in order that a re-check may be made of the Identification Division records to determine whether any additional identifying data may be obtained.

On February 1, 1938, such a list was furnished to the Identification Division, which division checked the 447 cases enumerated and returned a report on March 29, 1938, that no additional records had been disclosed by this search.

In view of the lack of affirmative results from this procedure, it is recommended that previous instructions issued requiring the adoption of this plan be rescinded and the practice discontinued.

Those in attendance at this session of the Conference were Messrs. Tolson, Nathan, Glavin and Tamm.

Respectfully,
For the Conference,

Clyde Tolson, Chairman.

W. R. Glavin, Secretary.

RECORDED

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323613
DATE 7/5/96 BY SP5C110MS

66-2554-1198	
FEDERAL BUREAU OF INVESTIGATION	
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U. S. DEPT. OF JUSTICE	
TOLSON	FILE
NATHAN	
IDENT UNIT	
FOUR	
TAMM	
FUG SUP	

ORIGINAL FILED IN 62-122-336

HHC:RLG

April 6, 1938.

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, Messrs. Tolson, Crowl, Nathan, Tamm and Clegg being present, considered the request of Physical Instructor Dewey Mitchell that authorization be given him to quote the Director concerning the necessity for physical training.

It was believed that this matter should be discussed with Mr. Mitchell by the Special Agent in Charge of the Cleveland Office who could acquaint Mr. Mitchell in detail with the necessity for this Bureau refraining from authorizing any statements to be made in connection with a commercial project. Mr. Mitchell is being advised that Special Agent in Charge Rosen will communicate with him at an early date and a letter is being addressed to Mr. Rosen accordingly, if approved.

Respectfully,
For the Conference,

Clyde Tolson,
Chairman.

W. R. Glavin,
Secretary.

Enclosures.

Mr. Nathan
Mr. Tolson
Mr. Baughman
Mr. Clegg
Mr. Coffey
Mr. Crowl
Mr. Egan
Mr. Foxworth
Mr. Glavin
Mr. Harbo
Mr. Hoffel
Mr. Lester
Mr. McLeary
Mr. McGuire
Mr. Nichols
Mr. Pennington
Mr. Schiller
Mr. Tamm
Mr. Tracy
Miss Gandy

Mr. Glavin.

RECORDED

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7-15-92 BY SP5/1105

66-2534-1197

FEDERAL BUREAU OF INVESTIGATION	
APR 19 1938 A.M.	
U. S. DEPARTMENT OF JUSTICE	
TOLESON	FILE

ORIGINAL FILED IN 74-4-666-2

HHC:VG

April 4, 1938.

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, with Messrs. Tolson, Nathan, Tamm, Crowl and Clegg present, considered the suggested program prepared by Mr. Tracy, which was presented and approved by Mr. Clegg as a course of training for stenographers and clerks at the Seat of Government attached to the Investigative, Administrative and Training Divisions and also those attached to the administrative offices of the Identification Division.

The attached program was approved in detail except for the fact that Mr. Tamm, Mr. Nathan and Mr. Clegg recommended that no examination be given at the end of the school. Mr. Crowl and Mr. Tolson recommended that the examination be given, as appearing on the schedule.

If this schedule of three days' training is approved, it was recommended that it be given over a period of four weeks to the above-mentioned personnel, each group of twenty-five per cent to take the course of training on Monday, Tuesday, and Wednesday of each week beginning the first school on Monday, April 11, 1938.

You will observe that the Director is scheduled to appear for approximately thirty minutes, or such period as he may desire, on the opening day of each of these schools, and it is therefore suggested that the Director's address begin at 10:30 on the opening day.

If the above is approved, there is attached a memorandum addressed to the Chief Clerk, instructing that assignments for the schools in question be made.

RECORDED

Respectfully,

FOR THE CONFERENCE

U. S. DEPARTMENT OF JUSTICE

Glyde Tolson,
Chairman.

W. R. Glavin,
Secretary.

cc: Mr. Glavin

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323013
DATE 7/15/90 BY SP5C/MS

ORIGINAL FILED IN 1-31-16

66-2554-1200
APR 20 1938
U. S. DEPARTMENT OF JUSTICE
FOUR

- Mr. Nathan
- Mr. Tolson
- Mr. Baughman
- Mr. Clegg
- Mr. Coffey
- Mr. Crowl
- Mr. Egan
- Mr. Foxworth
- Mr. Glavin
- Mr. Harbo
- Mr. Hendon
- Mr. Lester
- Mr. McGuire
- Mr. Mumford
- Mr. Nichols
- Mr. Pennington
- Mr. Schilder
- Mr. Tamm
- Mr. Tracy
- Miss Gandy

HHC:MT

April 14, 1938.

MEMORANDUM FOR THE DIRECTOR

The Executive Conference with Messrs. Tolson, Nathan, Tamm, Cowl and Clegg being present, considered a suggestion of Mr. Tolson that the school for Bureau Clerks and Stenographers be reduced in size by fifty per cent, and that twice as many schools be held. In other words instead of there being present approximately thirty, there would be fifteen members in each class. The classes would continue for approximately eight weeks. The purpose of reducing the size of the class is to prevent the creation of too much delinquent typing in the various divisions.

Respectfully,

FOR THE CONFERENCE.

Clyde Tolson,
Chairman.

W. R. Glavin,
Secretary.

cc - Mr. Glavin

RECORDED

66-2554-1201

FILED

APR 15 1938

U.S. DEPT. OF JUSTICE

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ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 393,013
DATE 7/5/96 BY SP5CJ/MS

ORIGINAL FILED IN 1-31-17

HN:CBH

April 12, 1938

15091

MEMORANDUM FOR THE DIRECTOR

The Executives Conference, consisting of Messrs. Tolson, Clegg, Crowl, Tamm and Nathan, this morning considered the letter of the Assistant Secretary of the Treasury, dated April 5, 1938, requesting that, if possible, the Federal Bureau of Investigation furnish to the Bureau of Narcotics copies of criminal records in connection with the following:

1. Persons reported for a violation of state or city drug laws or ordinances.
2. Persons reported for offenses other than violations of drug laws or ordinances but whose criminal history as shown by the FBI files discloses a prior record of violation of state or city drug laws. (offenses against state or local anti-marihuana laws to be included in the above categories).

The Conference was informed that a conservative estimate of the number of additional employees required in the Typing Section of the Identification Division to handle this work would be four.

The Conference unanimously felt that, in view of the lack of funds to employ additional personnel for this purpose, the request should be declined for this reason.

Respectfully,
For the Conference,

Clyde Tolson, Chairman.

RECORDED

W. R. Glavin, Secretary.

66-2554-1202	
APR 20 1938 F. B. I.	
U. S. DEPT. OF JUSTICE	
NATHAN	TAMM
CLEGG	FOUR
IDENT. UNIT	RECORDS

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/15/90 BY SP5CJ/MSJ

ORIGINAL FILED IN 446-40

HN:CSH

April 14, 1938

MEMORANDUM FOR THE DIRECTOR

At an Executives Conference held this morning, Messrs. Tolson, Clegg, Crowl, Tamm and Nathan being present, further consideration was given to the policy, approved by the Director on April 10, 1938, of discontinuing for a period of one year, in view of the existing economic emergency, document examinations in other than strictly Bureau cases. The Conference was informed that Mr. Coffey had interpreted this to mean that the following types of cases will be eliminated:

1. Cases from police, prosecutors, or other sources in state matters.
2. Federal cases from other Government agencies, such as the Veterans Administration in Washington.
3. Departmental matters other than Bureau cases, such as matters received from United States Attorneys which are not under the primary investigative jurisdiction of the Bureau and matters received from the various departmental divisions and attorneys, such as the Criminal Division, Tax Division, et cetera.

The Conference unanimously approved the foregoing, and in each instance where these cases are declined the contributor will be advised that the restriction is necessary because of the limited personnel available in the Bureau to handle the large volume of pending work.

The Conference also approved the attached draft of an announcement to be published in the FBI Law Enforcement Bulletin, relative to this policy, and the attached draft of a form letter to the field in this connection.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/5/90 BY SP5CJL/MS

RECORDED
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INDEXED

Respectfully,
For the Director,

Clyde Tolson, Chairman

W. R. Glavin, Secretary

FEDERAL BUREAU OF INVESTIGATION

MAY 18 1938

NATHAN
CLEGG
CROWL
TAMM
COFFEY
OFF.

ORIGINAL FILED IN 8-11-92

HN:CSH

April 4, 1936

MEMORANDUM FOR THE DIRECTOR

At an Executives Conference this morning, Messrs. Tolson, Glegg, Tamm, Crowl, Coffey (ex officio) and Nathan being present, consideration was given to the question as to whether the Bureau should continue to perform document examination work in cases outside its jurisdiction for local and state law enforcement agencies.

The Conference, with one exception, was in favor of discontinuing for a period of one year, in view of the economic emergency existing, document examination in other than strictly Bureau cases. The Conference was of the opinion that this period should be devoted by a portion of the Laboratory personnel to intensive research work with a view to establishing document identification work on a firmer ground, if possible. Mr. Coffey's estimate of the ground to be covered and the time requisite is attached hereto.

The Conference was unanimous in the foregoing opinion except for Mr. Tamm, who believed that the moratorium should be extended to Bureau cases as well and that during this period the Laboratory should engage in such research work as would enable it to set up a definite standard to be used to determine the relative significance of similarities and dissimilarities in various kinds and types of handwritten documents, in other words, to put document examination upon a definite, comprehensive, scientific basis.

RECORDED

Respectfully,
For the Conference

Clyde Tolson, Chairman

W. R. Glavin, Secretary.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/5/96 BY SP5C11Cms

ORIGINAL FILED IN 66-2554-1202

ag
HNC:BG

April 15, 1938.

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered the conclusions reached by Messrs. Gurnea, Walsh, Daughman and Nitschke with reference to the Bureau's inquiries as to whether rifled slugs should be obtained for use in the Bureau's shotguns.

Mr. Gurnea believed that this type of ammunition should not be adopted; that its need was too limited; that this type of ammunition in field offices would be dangerous unless extended practice was given with it; and that the value of the ammunition and the training was too limited to warrant its use.

Messrs. Walsh, Daughman and Nitschke indicated that there would be a very limited need for such equipment, and recommendations were made by them that some 25 to 50 rounds of this ammunition be furnished to each field office.

The Executive Conference considered these suggestions and recommendations and in view of the limited use and in view of the further fact that rifles will fire ammunition of this type more effectively than shotguns and have an even longer range, it was not believed that there would be any need for such equipment. Therefore, all members of the Conference recommended unfavorably and were in agreement with Mr. Gurnea that such ammunition should not be obtained.

Those present were Messrs. Tolson, Nathan, Crowl, Tamm and Clegg.

Respectfully,

FOR THE CONFERENCE,

Clyde Tolson,
Chairman.

D. R. Glavin,
Secretary.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 393,613
DATE 7/5/96 BY SP5 CJP/MS

cc-Mr. Glavin

66-2554-1203

SEARCHED
SERIALIZED
INDEXED
FILED

APR 16 1938

FBI - BOSTON

ORIGINAL FILED IN 66-2554-1203

COPY

EAT:RP

April 15, 1938

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered a suggestion submitted by Mr. Foxworth that the Kennedy boys, who regularly collect the waste paper from the various offices some time after six o'clock for the purpose of destroying this waste paper, collect it at a later hour. Mr. Foxworth made his suggestion in the belief that a great deal of waste paper was deposited in the baskets subsequent to the special collection by Bureau employees, with the result that a considerable quantity of the Bureau's waste paper was being collected by the char people and handled through the Department.

The Conference points out that it would be virtually impossible to designate any particular time for the collection of waste paper prior to twelve o'clock midnight, since there are almost invariably employees on duty, with the result that regardless of the hour of the collection by Bureau employees some material would still be going into the waste baskets and would be ultimately collected by the char people. For this reason the Conference does not recommend any change in the present procedure, but suggests that the attached memorandum be sent to all Bureau officials and supervisors at the Seat of Government cautioning them to destroy by tearing material thrown into the waste paper baskets.

Those in attendance at this session of the Conference were Messrs. Tolson, Nathan, Clegg, Glavin and Tamm.

Respectfully,
For the Conference,

Clyde Tolson, Chairman.

O.K.-H.

W.R. Glavin, Secretary.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 303013
DATE 7/5/96 BY SP5C/LDM

66-2554-1204

COLLON 1/30
100-016-013
FOUR
TAMM

ORIGINAL FILED IN 66-2554-1204

EAT:CDW

April 16, 1938.

MEMORANDUM FOR THE DIRECTOR

ccy
The Executive Conference, consisting of Messrs. Nathan, Tolson, Olegg, Cowl and Tamm., considered the attached bulletin relative to the instructions in Section 13-A of the Manual of Rules and Regulations, and was unanimously in favor of its submission to the field.

Respectfully,
For the Conference,

CLYDE TOLSON,
Chairman.

W. R. GLAVIN,
Secretary.

RECORDED

66-2554-1205

APR 21 1938

✓ TOLSON
✓ O'LEARY
✓ Tamm
✓ Glavin

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ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/5/96 BY SP5/llm/s

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NOT USED

66-2554-1200

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 303,013
DATE 7/5/90 BY SP5C11DMS

CHANGED TO

1-3094-X 115

EAT: DW

April 16, 1938.

MEMORANDUM FOR THE DIRECTOR

agf
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The Executive Conference, composed of Messrs. Nathan, Tolson, Clegg, Crowl and Tamm, considered the attached bulletin relative to the testimony of Special Agents, and was unanimously in favor of the submission of this bulletin to the field.

Respectfully,
For the Conference,

CLYDE TOLSON,
Chairman.

W. R. CLAVIN,
Secretary.

RECORDED

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323013
DATE 7/5/90 BY SP5CJLDMJ

66-2554-1207	
FEDERAL BUREAU OF INVESTIGATION	
APR 23 1938 A.M.	
U. S. DEPARTMENT OF JUSTICE	
TOLSON	FILE
TAMM	FOUR

ORIGINAL FILED IN 66-3388-83

E.T:GDW

April 19, 1938.

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, consisting of Messrs. Nathan, Tolson, Clegg, Crowl and Tamm, considered the attached bulletin amending Section 24 of the Manual of Instructions relating to bank robbery cases, and was unanimously in favor of the submission of this bulletin to the field.

Respectfully,
For the Conference,

CLYDE TOLSON,
Chairman.

W. R. GLAVIN,
Secretary.

RECORDED

66-2554-1208	
FEDERAL BUREAU OF INVESTIGATION	
APR 23 1938 A.M.	
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ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 7/5/90 BY SP5C/LMS

ORIGINAL FILED IN 66-1934-567

EAT:GDW

April 19, 1938.

09
MEMORANDUM FOR THE DIRECTOR

The Executive Conference, composed of Messrs. Nathan, Tolson, Clegg, Crowl and Tamm, considered the attached bulletin amending the instructions to the field in the investigation of cases involving the application for pardon to restore civil rights and for executive clemency, and was unanimously in favor of the submission of this bulletin to the field.

Respectfully,
For the Conference,

CLYDE TOLSON,
Chairman.

W. R. CLAVIN,
Secretary.

RECORDED

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/5/90 BY SP5C110ms

66-2554-1209
FEDERAL BUREAU OF INVESTIGATION
APR 28 1938
U. S. DEPARTMENT OF JUSTICE
TOLSON Tamm Clegg Crowl
FILE

ORIGINAL FILED IN 73-0-40

EAT:CDW

April 19, 1938.

MEMORANDUM FOR THE DIRECTOR

ag
The Executive Conference, composed of Messrs. Nathan, Tolson, Clegg, Crowl and Tamm, considered the attached bulletin entitled "Copies of War Risk Insurance Reports for Government Attorneys", and was unanimously in favor of the submission of this bulletin to the field.

Respectfully,
For the Conference,

CLYDE TOLSON,
Chairman.

W. R. GLAVIN,
Secretary.

RECORDED

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FEDERAL BUREAU OF INVESTIGATION	
APR 23 1938 A.M.	
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ORIGINAL FILED IN 83-1-872

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/5/90 BY SP5C11PMS

NOT USED

66-2554-1211

CHANGED TO

1-3097-X116
X117

AHC:atw

April 16, 1938

MEMORANDUM FOR MR. TOLSON

Reference is made to the Director's memorandum to Mr. Gurnea, Mr. Baughman, Mr. Nitschke and Mr. Walsh, dated March 4, 1938, with regard to a suggestion that in the future the Bureau purchase .30 calibre Army type rifles instead of the Springfield Sporter type currently being used.

Please be informed replies have been received from all of these men and they unanimously recommended against this suggestion. They are uniform in the comment that the sight on the Springfield Sporter type rifle currently used by the Bureau is much superior to the sight on the regular Army rifle and further that the Springfield Sporter type rifle has a much superior and more accurate barrel. The replies mentioned are attached.

The above views were discussed at the Executive Conference at which were present Messrs. Tolson, Nathan, Tamm, Clegg and the writer and they were unanimously in favor of continuing the use of the Springfield Sporter type rifle instead of the Army type rifle.

Respectfully,

A. H. Crowl.

Mr. Nathan
Mr. Tolson
Mr. Baughman
Mr. Clegg
Mr. Coffey
Mr. Crowl
Mr. Egan
Mr. Foxworth
Mr. Glavin
Mr. Harbo
Mr. Hottel
Mr. Lester
Mr. McIntire
Mr. Naughton
Mr. Nichols
Mr. Pennington
Mr. Schilder
Mr. Tamm
Mr. Tracy
Miss Gandy

RECORDED

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/5/90 BY SP5C110MS

66-2554-1213

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APR 20 1938

U.S. DEPT. OF JUSTICE

FILED

OFF. OF CLERK

66-3760-2080

ORIGINAL FILED IN

EAT:NC

April 19, 1938.

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, composed of Messrs. Tolson, Clegg, Nathan, Crowl and Tamm, considered the attached bulletin which instructs that the Bureau will no longer conduct investigations in connection with cases arising out of the activities of the Federal Housing Administration and was unanimously in favor of the submission of this bulletin to the field.

Respectfully,
For the Conference,

Clyde Tolson,
Chairman.

W. R. Glavin,
Secretary.

RECORDED

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/5/90 BY SP5CJL/mms

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APR 26 1938	
DEPARTMENT OF JUSTICE	
TOLSON	
OFF. CLERK	
A. TAMM	
ONE	

ORIGINAL FILED IN 62-36841-22

AHC:atw

April 15, 1938.

MEMORANDUM FOR THE DIRECTOR

Supervisors Conference

The Conference considered a suggestion submitted by Mr. J. D. Pope, Jr., a Typist at the Birmingham Office under date of April 1, 1938, that the unassigned cases on page one of the Monthly Administrative Report be broken up to show administrative cases in one figure and general cases in another instead of including both the unassigned general and the unassigned administrative cases under one heading designated, "General Unassigned" as is now being done. He stated this would give a clearer picture of the work on hand in an office.

Another suggestion made by Mr. Pope that the delinquent cases on page one of the Monthly Administrative Report be broken up to show administrative cases separate from general cases was also considered.

The Conference was unanimously opposed to both suggestions inasmuch as they would entail additional clerical work in the preparation of the administrative reports without corresponding benefits being incurred.

A letter is attached thanking Mr. Pope for his suggestions.

Those present were Messrs. Tolson, Tamm, Nathan, Clegg and Crowl.

Respectfully submitted,
FOR THE CONFERENCE,

Clyde Tolson, Secretary.

W. R. Glavin, Secretary.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/5/90 BY SP5CJH/mjs

RECORDED
&
INDEXED

66-2554-1215

FEDERAL BUREAU OF INVESTIGATION

APR 25 1938

U.S. DEPT. OF JUSTICE

RECEIVED

FILE

Mr. Nathan
Mr. Tolson
Mr. Egan
Mr. Clegg
Mr. Coffey
Mr. Crowl
Mr. Egan
Mr. Foxworth
Mr. Glavin
Mr. Harbo
Mr. Hottel
Mr. Lester
Mr. McIntire
Mr. Naughten
Mr. Nichols
Mr. Pennington
Mr. Schilder
Mr. Tamm
Mr. Tracy
Miss Gandy

HHC:VG

April 20, 1938

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, with Messrs. Tolson, Nathan, Crowl, Tamm and Clegg present, considered the suggestion of Mr. Tamm that copies of programs of each graduation of the FBI National Police Academy be forwarded to former graduates of the Academy.

This is to advise that this was done in connection with the graduation exercises last October when the first printed programs were used, but due to the lateness in getting the programs completed for the last session and due to the congestion of work in the Mechanical Section at the time, this was not followed for the recent school.

It was the consensus of the conference that this practice should be followed wherever practical in the future.

Respectfully,

FOR THE CONFERENCE,

Clyde Tolson,
Chairman.

W. H. Glavin,
Secretary.

cc: Mr. Glavin

RECORDED
&
INDEXED

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/5/90 BY SP5C10ms

66-2554-1216	
FEDERAL BUREAU OF INVESTIGATION	
APR 26 1938 P.M.	
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TOLSON	FILE
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TAMM	
GLAVIN	

Mr. Nathan
Mr. Tolson
Mr. Baughman
Mr. Clegg
Mr. Coffey
Mr. Crowl
Mr. Egan
Mr. Foxworth
Mr. Glavin
Mr. Harbo
Mr. Hottel
Mr. Lester
Mr. McIntire
Mr. Naughton
Mr. Nichols
Mr. Pennington
Mr. Schilder
Mr. Tamm
Mr. Tracy
Miss Gandy

1-4-2034

WRG:MTS

April 1, 1938.

MEMORANDUM FOR THE DIRECTOR

The Conference considered a suggestion submitted by Mr. Nitschke to Mr. Clegg under date of March 10, 1938, that the Bureau might consider having a long range gas projectile treated with a combustible substance which would give these projectiles the qualities of a tracer bullet when used during the night hours.

Mr. Nitschke points out that he believes the proper solution could either be attached to the base of the projectile or a small hollow fin could be placed on the side of the projectile and that a greater degree of accuracy could be secured when such projectiles were used at night.

The Conference was unanimously opposed to having tracer solution placed in the gas projectiles. It was pointed out that it is very seldom that such projectiles would be used, that if they were fired during the night hours, there would be no reason for not using a parachute flare to afford the proper light at the time the projectiles were fired. It was further pointed out that the entire flight of the projectile can be noted in the daylight.

The Conference was further advised that projectiles at the present time are furnished by the Federal Laboratories, Incorporated, and it is not believed the Bureau should go to this company with the suggestion that it endeavor to develop gas projectiles having tracer qualities.

Those present were Messrs. Tolson, Tamm, Nathan, Clegg, and Glavin.

Respectfully submitted,
For the Conference,

RECORDED

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323013
DATE 7/5/96 BY SP5CJ/oms

Clyde Tolson,
Chairman.

W. R. Glavin,
Secretary.

66-2554-1217

APR 1 1938

U. S. DEPT. OF JUSTICE

W. R. Glavin, Secretary.

FILED

ORIGINAL FILED IN 66-2554-1217

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LHG:VG

April 20, 1938.

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, with Messrs. Tolson, Nathan, Crowl and Clegg present, considered a suggestion by SAC Vincent of the Atlanta Field Office that copies of field office mailing lists be sent to FBI NPA graduates residing in that division.

The Conference believed that these mailing lists should not be distributed except with the specific approval of the Director. It was thought that these lists should be the property of the Bureau only and such a distribution was not believed to be proper. The recommendation was therefore unfavorable.

If the above is approved, a letter is being directed to Mr. Vincent accordingly.

Respectfully,

FOR THE CONFERENCE.

Glyde Tolson,
Chairman.

W. R. Glavin,
Secretary.

cc: Mr. Glavin

RECORDED

66-2554-1218

FEDERAL BUREAU OF INVESTIGATION
APR 23 1938
U. S. DEPARTMENT OF JUSTICE
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ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323, 013
DATE 7/5/70 BY SP5CJL/MS

WRG:atw

March 22, 1938.

MEMORANDUM FOR THE DIRECTOR

The Conference considered a suggestion submitted by Mr. Baughman to Mr. Clegg and accompanied by a memorandum for Mr. Clegg from Mr. Mitschke that the Bureau consider the advisability of re-conditioning all of its .351 Winchester Rifles. Mr. Baughman in his memorandum points out that the Winchester Repeating Arms Company, New Haven, Connecticut will substitute a new type plunger, a new type of fore end and a pistol grip stock, also a new and improved magazine release on each of the .351 rifles in the possession of the Bureau at an approximate cost of \$9.00 each. Major Hession of the Winchester Repeating Arms Company further stated that he would re-sight and re-test the weapons for a price of \$6.00 each, making a total cost of \$15.00 each for practically re-building these weapons. Mr. Baughman also reports that should new barrels be necessary, the defective barrels would be replaced at a cost of approximately \$9.10 each. This work would be done by the Winchester Repeating Arms Company only if every weapon in the Bureau's service were sent back for re-modernizing. This would mean a minimum cost of \$1,710.00 and a possible cost of \$2,850.00.

The Conference was advised by Mr. Glavin in response to an inquiry that the condition of the appropriation at the present time is not considered especially healthy and a deficit may be expected should we continue to function at the present rate of expenditures. In view of this fact, the Conference was of the opinion that this work be held in abeyance for the present.

Those present were Messrs. Nathan, Tamm, Clegg and Glavin.

Respectfully submitted,
FOR THE CONFERENCE,

Clyde Tolson, Chairman,

RECORDED
W. R. Glavin, Secretary.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 7/5/90 BY SP5C/LDM/S

166-2554-1219

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TOLSON
GLAVIN
CLEGG
NATHAN
TAMM

66-3760-2083

ORIGINAL FILED IN

EAT:CDW

April 22, 1938

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, consisting of Messrs. Nathan, Tolson, Clegg, Crowl and Tamm, considered a suggestion submitted by Special Agent M.C. Spear that orders be issued requiring the submission to the Bureau of disposition sheets in duplicate.

The Conference was of the opinion that the additional work entailed by the preparation of the two copies of the disposition sheet would not be offset by the practical benefit accruing to the Bureau because of the submission of this form in duplicate. It is to be noted that at this time, the Posting Section is giving preference to disposition sheets submitted by the Bureau Field Offices in order that the disposition of arrests in Bureau cases will be up to date as much as is possible. The Conference does not feel that the additional recording, filing, etc., which would be necessary under this requirement would be offset by the practical benefit accruing to the Bureau so as to justify the submission of disposition sheets in duplicate, and accordingly recommends against the adoption of this suggestion.

Respectfully,
For the Conference,

CLYDE TOLSON,
Chairman.

RECORDED

W. R. GLAVIN,
Secretary.

66-2554-1220

FEDERAL BUREAU OF INVESTIGATION	
APR 26 1938 A.M.	
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DATE 7/5/96 BY SP5CJ/oms

ORIGINAL FILED IN 62-24798-308

HHC:MT

April 21, 1938.

MEMORANDUM FOR THE DIRECTOR

The Executive Conference with Messrs. Tolson, Nathan, Crowl, and Clegg being present, and Mr. Tamm being present a portion of the time, gave consideration to the suggestions of Messrs. Gurnea, Baughman, Nitschke and Walsh with reference to a modification of the Bureau's instructions concerning firearms and the Bureau's firearms training courses.

The Executive Conference unanimously recommended the adoption of the following suggestions:

APPROVED

1. Add to Section 13 of the Manual of Rules and Regulations a requirement that personally owned firearms used by Agents for official purposes must be kept in good condition at all times. The following sentence would be added: "Personally owned firearms which the Bureau has authorized employees to carry for official purposes must likewise be maintained in good condition at all times." (Recommended by Messrs. Nitschke and Walsh.)

2. It was recommended by Messrs. Nitschke and Walsh, that there be added to the Manual of Instructions, the following requirement: "While firing any of the various firearms used by the Bureau should a bullet become lodged in the barrel of the weapon, under no circumstances should an attempt be made to dislodge the bullet by firing a subsequent bullet in the weapon. The bullet should be removed with either a brass or a wooden cleaning rod (not steel). A subsequent examination of the barrel after it has been cleaned will disclose whether the barrel has been injured in any way. As a usual rule the lodging of a projectile in the barrel does not injure the lens and grooves nor the accuracy of the weapon."

3. Recommended by Messrs. Nitschke and Walsh. An addition to the Manual to show under the heading "Care of Firearms" that hot water or hot water and soda may be used to clean the .30 caliber rifles.

4. It was recommended by Mr. Nitschke that the Bureau conduct investigations to establish the qualification of the gunsmiths who repair Bureau firearms in the field. The Executive Conference recommended instead

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DATE 7/5/90 BY SP5C/LMS

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FEDERAL BUREAU OF INVESTIGATION
TOLSON
CLEGG
FOUR
APR 21 1938
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April 21, 1933.

of this procedure that during the course of field office inspections, the Bureau firearms experts who examine the guns and afford the training should ascertain while at the field office the qualifications of the gunsmiths and recommend to the Bureau accordingly. If this is approved, a memorandum is being addressed to those who are qualified to act as firearms experts.

5. It was recommended by Messrs. Nitschke and Walsh that the maximum effective range for each weapon be set forth in the Manual. The Conference approved, and in addition believed there should be set forth in the same tabulation the maximum range of each weapon as well as a maximum effective range as an aid in determining the area of safety and danger during practice.

6. Messrs. Nitschke, Walsh, and Baughman recommended that there be inserted in the Manual of Instructions for disinfecting gas masks as follows: "Care of Gas Masks: Care should be taken that face pieces of gas masks are disinfected after each use by sponging the interior thereof with a two per cent solution of cresol or lysol, then they should be allowed to dry naturally for about fifteen minutes after which they should be wiped with a dry cloth. Care should be exercised in replacing the face pieces in carrying cases to avoid folding or permanently deforming the breathing tube or valve."

7. Messrs. Nitschke and Walsh recommended that instructions be issued to discontinue the use of regular ammunition in the Magnum Revolvers. It was believed that the use of the regular ammunition in the revolvers would tend to cause a depreciation of the Magnum which should be used for special emergency purposes for which they were issued to field divisions.

8. Messrs. Nitschke, Walsh, and Baughman recommended in discussing the assembling of shotguns a notation be made that the numbers on the barrel of the shotguns should correspond with the numbers on the receiver so that the guns will be properly assembled.

9. Messrs. Nitschke, Walsh, Gurnea, and Baughman recommend that the use of and practice with the Colt Automatic Rifle be discontinued. It was pointed out that this rifle has never been used in an actual case and it has not been needed. Time is spent in training with this weapon, expense is involved in training with this weapon, and in keeping it in a proper state of repair. There are in the Bureau today 102 weapons of this type but it was believed to be more economical to dispense with this weapon and that five of these weapons should be maintained by the Bureau in Washington for demonstration and exhibit purposes. If the Director approves this recommendation, the Executive Conference which recommends unanimously that this gun be dispensed with and that no further practice be had with it, desires to suggest that arrangements be made, if possible, with the War Department or Marine Corps for the delivery of this equipment

April 21, 1938.

to one of these military branches of service rather than to the Treasury Department. It was believed that the saving in ammunition and repair costs would justify this action particularly since the gun is not used. Special Agents in Charge and Retrainees have made the suggestion many times that this gun be discontinued. It is further believed that the amount of time devoted to training with this weapon could be spent more valuably in training with weapons which the Bureau makes use of.

10. Gas Riot Gun. Messrs. Nitschke and Walsh point out that the present instructions which seem to require that in the cleaning of this gun, both water and a solvent should be used when it was intended that either one or the other be used because frequently both are not necessary. A correction in the Manual to this effect was approved.

11. In order to eliminate confusion on the part of the field office on the method of indicating on the firearms score card that practice other than the required courses for the month was given, it was suggested by Mr. Gurnea that those courses which were not required but were fired be indicated by a check mark in the proper column to indicate that this training was given. The conference believed that whenever a regular firearms course was fired, the scores should be recorded on the card but any variation from the course for practice purposes might be indicated by a check mark to show practice was had of a desirable, practical type with such weapon. If this is approved, it is recommended the following paragraph should be added to Section 106 of the Manual of Rules and Regulations: "In those instances where training is given with firearms which are not required to be used at any given training period, the scores made with such firearms should be recorded on the score card. Any modification of these courses, however, which are not required at a given training period and which courses would not conform to the usual requirements for such training but are provided for practice or demonstration purposes should be indicated solely with a check mark on the score card to show that practice other than that outlined as the prescribed course was had with such weapon."

The Executive Conference likewise unanimously made recommendations concerning the prescribed firearms training courses as follows:

PRACTICAL PISTOL COURSE - The Conference approved the suggestion of Mr. Gurnea that this course be required for firearms training periods during the months of May, June, July, August, and September, and that during the remaining two firearms training periods those who have not heretofore qualified a sufficient number of times must fire the Practical Pistol Course. With five required periods for firing the Practical Pistol Course, it was recommended by Mr. Gurnea that each Agent be required to qualify four times during the calendar year.

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It was suggested by Mr. Nitschke and approved that the ten shots fired from the hip at a distance of seven yards in thirty seconds should be shot before any other portion of the Practical Pistol Course is fired. This will enable the Agent shooting to observe the effectiveness of this quick shooting from the hip. After shooting these ten shots he will then return to the seventy yard line and fire the remainder of the prescribed course within six minutes as now required.

It was recommended that the time for shooting the ten shots from the hip at seven yards be placed in the Manual and on the score cards to show that these ten shots must be fired within thirty seconds.

MONTHLY PRACTICE WITH PISTOL - It was recommended by Messrs. Nitschke, Walsh, and Baughman that the suggestion be made that the monthly practice with the pistol by the Agents when regular firearms training is not required might be had in a practical manner by shooting ten shots with the right hand, ten shots with the left hand, and ten shots double action from the hip in thirty seconds. It was not believed that this should be insisted upon, however, due to restrictions on many ranges which prevents double action firing from the hip.

PRACTICE WITH MAGNUM PISTOLS - It was recommended by Messrs. Nitschke, Walsh, and Baughman that five shots with Magnum ammunition in the Magnum Revolver be fired twice each year by each Special Agent in the Service.

12. Messrs. Nitschke, Walsh, Baughman and Gurnea recommended that no further training be given with the Colt Monitor.

MACHINE GUN - It was recommended that during the course of the year training be given to each Agent not only with the twenty shot clip in the Machine Gun but also with twenty cartridges loaded in the fifty shot drum for the Machine Gun. Mr. Gurnea was opposed to using the fifty shot drum due to the fact that it is not used in actual cases; it is cumbersome, and he believed that training with the clips would be entirely sufficient. The Conference, however, felt that since surplus ammunition was frequently carried to the scene of a raid in drums and since they were available and subject to use from time to time that at least one period of practice should be had with the Machine Gun firing the twenty shots with the drum.

SHOTGUN - It was recommended by Messrs. Nitschke, Walsh, and Baughman that practice with the shotgun be with buck shot. The Executive Conference approved this. Mr. Nitschke recommended that the qualifying course with the shotgun be with buck shot where the Agent being given training shoots at five bobber "Army E" type of targets which will be stationed at positions ten, fifteen, twenty-five, forty and fifty yards

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from the shooter. Each of these five targets will be numbered from one to five. The instructor will issue a command, calling for the shooter to fire at one of the targets without giving advanced notice, of course, as to which target is to be fired at and each target hit will result in the shooter being given a score of twenty per cent, and a qualifying score would be sixty per cent with the shotgun. Two seconds would be the maximum amount of time permitted between the command and the firing. Any shots fired during a period beyond two seconds would be counted as a miss. The Executive Conference recommended this type of qualifying score with the shotgun.

Mr. Walsh recommended five shots at five targets at varying distances (not given by him) to be fired in five seconds. Mr. Baughman recommended that the five targets be in a straight line thirty yards distance from the shooter and six feet apart, and that the same types of targets be used. In each instance Messrs. Nitschke, Walsh, and Baughman recommended that practice with the clay pigeon targets be used until the supply had been exhausted.

Mr. Gurnea recommended that the shotgun course of training be continued as it is at present with a qualifying score of forty per cent.

(The Conference approved Mr. Nitschke's suggestion as stated.)

During the dictation of this recommendation, Mr. Connelley was present and due to the amount of time involved in changing the various targets at irregular distances on the range itself, he believed it would be profitable to adopt Mr. Baughman's suggestion that the targets be at a given distance twenty-five or thirty yards from the shooter and the targets could be located in the pits themselves.

.351 RIFLE - Messrs. Nitschke, Walsh, and Baughman recommended that this rifle be fired from a distance of one hundred yards at the targets, five shots to be fired from a standing position and five from a sitting position, the total time to lapse for firing the ten shots to be one minute.

QUALIFICATIONS - Mr. Nitschke recommended that each Agent be required to qualify each year twice with each weapon.

Mr. Walsh recommended that each Agent be required to qualify once each year with each weapon except over the Practical Pistol Course, for which he suggested twice a year.

Mr. Baughman recommended that each Agent be required each year to qualify four times over the Practical Pistol Course, and once each year with the other weapons.

Mr. Gurnea recommended that each Agent be required to qualify four times each year over the Practical Pistol Course, and twice each year with all other weapons.

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Mr. Gurnea further recommended that before drastic administrative action is taken in the case of any employees who fail to meet the standard of qualification that a Bureau firearms expert, either at Retraining School or in the field division, give a course of training to the Agent who has not qualified, observe his handling the gun, and make his recommendation accordingly to the Bureau as to what action should be taken with respect to that particular Agent. It was believed, however, by the Conference, that the tendency should be to seek a strict enforcement of the qualification requirements.

The Conference agreed with the recommendations made by Mr. Gurnea both as to the number of times per year each Agent should qualify with each weapon and as to the observing of the Agent who had not qualified at the end of the year by a qualified Bureau firearms instructor.

DISAPPROVED

The Executive Conference recommended unfavorably with reference to the following suggestions:

1. Messrs. Nitschke and Walsh suggested that at each quarterly conference of Special Agents one weapon used by the Bureau be discussed as far as its mechanism, method of handling and safety prevention was concerned. This suggestion was disapproved because it is believed that adequate time is provided otherwise for firearms training and the monthly conference should be devoted to other problems confronting the field offices of the Bureau. Although it is not believed there would be an overemphasis on firearms training to discuss the weapon, it was believed that because of this requirement a discussion on other matters would be limited.
2. It was recommended by Messrs. Nitschke and Walsh that a pamphlet on the use of firearms and firearms instructions be prepared similar to the pamphlet entitled "Classification of Fingerprints" for distribution to all Agents. This was disapproved because of the fact that these instructions are in the Bureau's Manuals and because it would add to the burdens and expense of printing, and it appears unnecessary.
3. Messrs. Nitschke and Walsh pointed out there was a reference in the Manual to the fact that when firing tracer ammunition the projectiles would have a tendency to incline or to become elevated and the tracer bullets would rise and hit a mark higher than regular ammunition. They believed that this reference should be deleted although this is true. The Conference believed this should remain in the Manual for the guidance and information of employees.
4. Messrs. Nitschke and Walsh recommended that the requirement that field offices furnish the Bureau the dates of training in advance be eliminated due to the fact that weather conditions and other emergencies would prevent field offices making early appointments for such training and then enable them to keep the dates. The Conference

April 21, 1938.

pointed out that the Bureau should be informed in advance as to the dates so as to make sure they are properly scheduled and in order to arrange for firearms experts to inspect the firearms training.

5. Messrs. Nitschke and Walsh recommended that the sights and adjusting of sights of the .20 caliber rifle be restricted to Special Agents in Charge and specially qualified Agents. The Conference believed that it would be better for all Agents to become acquainted with the method of adjusting the sights since they are sighted in for two hundred yard range and on a natural case they might find themselves stationed from seventy-five to five hundred yards from the target, and they should be able to adjust the sights. This opinion was likewise shared by Messrs. Baughman and Gurnea.

6. It was recommended by Messrs. Nitschke and Baughman that the "D value" which means the disabling value on silhouette targets be given an arbitrary value of two points in scoring. The Conference recommended unfavorably because when the Bureau's Agents are required to fire at long ranges with rifles they do not seek to merely disable the victim and only the "K" or killing value is counted. The "D" value represents those shots which have missed the vital parts of the silhouette and represent "misses", and it is not believed that they should be scored in favor of the shooter.

7. Messrs. Nitschke and Walsh recommended that the Bureau eliminate the designation of "experts", "sharpshooters", and "marksmen". The Conference disapproved this because it was believed that those who were in the "marksmen" or "sharpshooters" class would have some incentive to seek to improve their score and try to reach the "expert" class, and anything that would furnish personal incentive would be helpful and the classifications cited enable the Bureau and Special Agents in Charge to assign firearms for raid purposes to those who are more proficient in handling them. The designation "expert", "sharpshooter", and "marksman" facilitates the determination of these qualifications.

8. Messrs. Nitschke and Walsh recommended the elimination of the moving automobile course. The Conference disapproved this suggestion due to the fact that Agents do engage in gun fights from moving automobiles with criminals who likewise are either stationary or in automobiles. It is believed to be the responsibility of the Bureau to afford training in this type of firearms work which is practical. The objection of Messrs. Nitschke and Walsh was that there is some element of danger when shooting from a moving position, and there was little likelihood of this type of shooting improving the marksman of Special Agents.

9. Mr. Walsh recommended that when shooting the Machine Gun from the automobile course that the clips be loaded with twenty instead of fifteen shots although only fifteen shots were to be fired. His

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recommendation was based on the hope that it would cause the Agents to always be careful in loading these clips. The Conference points out that the difficulties in loading the clips were usually that the clips were loaded with twenty-one instead of twenty shots, that being loaded with fifteen only fifteen shots could be fired at the targets instead of a larger number, and, therefore, an improper scoring would be recorded unless the student was limited to the fifteen shots which he is permitted to fire.

Respectfully,

FOR THE CONFERENCE.

Clyde Tolson,
Chairman.

W. R. Glavin,
Secretary.

cc - Mr. Glavin.

EAT:RP

April 4, 1938.

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered further a suggestion that an album be maintained in each field office in which would be placed the photographs of all known bank burglars for use in connection with bank burglaries in the same manner that the bank robbery albums are now used. As heretofore indicated, the practical objection to the adoption of such an idea is that there are ordinarily no witnesses to a bank burglary so that the photographs of possible burglars have minute potential value. The Conference did, however, submit an inquiry to six Special Agents in Charge asking their views upon the advisability of adopting this suggestion. The Agents in Charge at Seattle, Kansas City and New Orleans stated that they did not believe the maintenance of such albums would be of any value. The Special Agent in Charge of the New York Office stated that it was his belief that such albums would be of very limited value. The Special Agent in Charge of the Los Angeles Office, without endorsing the idea for general application to all field offices, stated that he believed there might be some merit in maintaining a bank burglary album containing pictures of those persons who had previously committed bank burglaries in that district. The sixth Agent in Charge, namely, Mr. Reincke at Indianapolis, pointed out his personal views concerning the possibilities and disadvantages of such an album and reached no decision and made no recommendation. It is to be noted, however, that no Agent in Charge was in favor of the adoption of the idea and that only one Agent in Charge was in favor of the adoption of a modification of the suggestion. For this reason the Conference recommends against the adoption of the plan at this time and recommends sending the attached letter to all Special Agents in Charge to inform them of the Bureau's action with reference to this suggestion.

Those in attendance at this session of the Conference were Messrs. Nathan, Clegg, Glavin and Tamm.

Respectfully,
For the Conference,

RECORDED

66-2554-1221
Clyde Tolson, Chairman.

W. R. Glavin, Secretary

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 333,013
DATE 7/5/90 BY SP5CJ/oms

ORIGINAL FILED IN 91 152-1373

EAT:RP
88-0

April 23, 1938.

MEMORANDUM FOR THE DIRECTOR

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The Executive Conference considered the attached letter from Special Agent in Charge Stein in which he suggests that each Special Agent in Charge, upon receipt of the FBI Law Enforcement Bulletin, scan the wanted notices to determine whether anyone is desired by any law enforcement agency in his territory for one of the offenses enumerated under the Unlawful Flight to Avoid Prosecution statute. If an individual is so listed, the assumption would be, according to Mr. Stein, that he has fled the jurisdiction, and a memo should then be dictated setting out a lead to contact the listed law enforcement agency to learn whether there is a likelihood that the Unlawful Flight Act has been violated.

The Conference does not recommend any affirmative action upon this suggestion, for the reason that at the present time we are curtailing investigative work in an effort to save personnel and time wherever possible, and the suggested procedure would result in an augmentation of work in a field in which the practical results are problematical and in which, it is believed, the forces of local law enforcement are probably adequate to meet.

Those in attendance at this session of the Conference were Messrs. Tolson, Nathan, Clegg, Glavin and Tamm.

Respectfully,
For the Conference,

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INDEXED

Glyde Tolson, Chairman

W. R. Glavin, Secretary

66-2554-1222
FEDERAL BUREAU OF INVESTIGATION
APR 27 1938 A.M.
U. S. DEPARTMENT OF JUSTICE
TOLSON TAMM FUG SUP

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/5/90 BY SP5C/110ms

97-0-88
ORIGINAL FILED IN 88-0-66

HHC:BG

April 15, 1938.

MEMORANDUM FOR THE DIRECTOR

The Executive Conference received a report from Mr. Clegg concerning the test whereby field offices were to receive and handle messages for the local police departments during a ninety-day period in cooperation with the Massachusetts State Police. To date, no replies have been received from the Atlanta, Butte, Honolulu, Portland, Richmond and Puerto Rico offices.

The St. Paul office received one teletype message for information to be transmitted to the St. Paul Police Department and the information requested was retransmitted to Boston. The Washington Field office received three messages for the transmittal of information to the Washington Police Department.

In view of the fact that Colonel Paul Kirk has been elevated to the position of Judge and as he is the official who requested that this survey be made and in view of the small amount of traffic over the Bureau's teletypewriter system, it was believed by the members of the Conference that this matter should remain dormant, no further action being taken, and in the event a field office received a communication it would undoubtedly be handled in routine fashion in accordance with the provisions of the test. It was believed that by following this procedure rather than communicating with the Massachusetts State Police, less burden would be placed upon the Bureau.

Those present were Messrs. Tolson, Nathan, Crowl, Tamm and Clegg.

Respectfully,

FOR THE CONFERENCE,

RECORDED
&
INDEXED

Clyde Tolson,
Chairman.

W. R. Glavin,
Secretary.

66-2554-1223	
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U. S. DEPT. OF JUSTICE	
Tolson	Clegg
Glavin	Ladd
Nathan	Tracy
Harbo	Quinn
Nease	Belmont
Moore	W.C. Sullivan
Tele. Rm.	Mr. Holloman
Mr. Nease	Miss Gandy

cc-Mr. Glavin

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 333,613
DATE 7/5/90 BY SP5C110MS

EAT:CDW

April 19, 1938.

MEMORANDUM FOR THE DIRECTOR

B
The Executive Conference, consisting of Messrs. Nathan, Tolson, Clegg, Tamm and Crowl, considered the attached bulletin relative to the cancellation of part of the instructions contained in Bureau Bulletin No. 85, and was unanimously in favor of the submission of this bulletin to the field.

Respectfully,
For the Conference,

CLYDE TOLSON,
Chairman.

W. R. GLAVIN,
Secretary.

RECORDED
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66-2554-1224

FEDERAL BUREAU OF INVESTIGATION	
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HEREIN IS UNCLASSIFIED 323,013
DATE 7/5/90 BY SP5C/llms

HHG:BG

April 15, 1938.

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered the suggestions of Counselors A. G. Rutzen and M. H. McCabe assigned to the recent session of the FBI National Police Academy concerning the courses of instruction given in the Academy, and recommendations were made as follows:

(1) It was indicated by the monitors that Dean Arnold's lectures were "over the heads" of the class and but limited value was obtained from them; that he spoke too rapidly for them to take notes and his manner of talk induced many of them to fall asleep. On the other hand, they were very highly pleased with the nature of the instruction, as well as the manner of delivery, of Judge Holtzoff and Professor Albert Coates in other legal subjects. It was the consensus of opinion of the Conference that when Dean Arnold communicates with the Bureau requesting to know when he is scheduled to lecture, his lectures be reduced from a total of 5 to 2 and that for the next school, in addition, to Judge Holtzoff and Professor Coates, Assistant Attorney General Thurman Arnold, who has already lectured before the first session of the Academy, be invited to talk before this class.

(2) It was recommended that the subjects "Administrative Records" and "Crime Statistics and Police Records" not be given consecutively before the next class. Those two subjects were given consecutively before the most recent class due to the availability of the lecturers at that time and because it was of greater convenience to the Bureau to have Mr. Glavin and Mr. Harbo lecture on the dates indicated. It is believed, however, because of the large number of forms which are distributed for the two lectures, that it would be well for a few days to elapse between the two subjects.

(3) It was recommended by the monitors that less time be devoted to the National Motor Vehicle Theft Act and motor theft investigations. In addition to the regular lecture, discussion and training on these subjects, the class has an assignment to interview supervisors who act the part of owners of cars that have been stolen and in this manner the trainees prepare reports and conduct interviews, thereby receiving training of a practical type, and it was believed that this should not be changed.

RECORDED

(4) It was suggested that Chief of Police Joseph P. Kluchesky of Milwaukee was not a valuable lecturer due to the fact that he read a rather formal paper in a matter-of-fact manner and the counselors recommended that Bureau instructors handle his subject in the future. His subject is "Police Organization and Administration." It was believed that Chief Kluchesky's

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MAY 1938

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lecture of about two hours, although doing a minimum amount of good to the trainees, did the Bureau a great deal of good because it has cemented a more friendly relationship with the Milwaukee Police Department. It is unnecessary to invite Chief Kluchensky back to lecture before each session of the Academy but from time to time in the future, as it would appear advisable, his services might be utilized in order to maintain his interest in the FBI.

Those present were Messrs. Tolson, Nathan, Crowl, Tamm and Clegg.

Respectfully,

FOR THE CONFERENCE,

Clyde Tolson,
Chairman.

W. R. Glavin,
Secretary.

cc-Mr. Glavin.

COPY

FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE.
Washington, D. C.

EAT:GDW

April 22, 1938.

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered a suggestion submitted by Special Agent in Charge D. M. Ladd that each field office be required to maintain a file of Identification Orders arranged according to fingerprint classification. Mr. Ladd makes this suggestion in the belief that from time to time when persons are arrested and held in field offices, their fingerprint classifications can readily be searched against the file of Identification Orders arranged as to fingerprint classification when it would be impossible to check these fingerprints against all of the fingerprints appearing in the Identification Orders which are filed numerically.

The Conference was unanimously opposed to the adoption of the suggestion submitted by Mr. Ladd, believing that such a step would tend to de-centralize the facilities of the Identification Division. The Conference feels that the place to make fingerprint comparisons and identifications is in the Identification Division not in the field office districts, and accordingly recommends against the adoption of this suggestion.

If you approve this recommendation, a letter is attached hereto addressed to Mr. Ladd advising him of the Bureau's attitude towards his suggestion.

Respectfully,
For the Conference,

RECORDED

CLYDE TOLSON
Chairman.

W. R. GLAVIN,
Secretary.

66-2554-1226

APR 27 1938

U. S. DEPARTMENT OF JUSTICE

TOLSON

CLEGG

TAMM

FUG

IDENT UNIT

Enclosures.

Those in attendance were Messrs. Nathan, Tolson, Clegg, Crowl and Tamm.

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HEREIN IS UNCLASSIFIED 323,013
DATE 7/5/90 BY SP5C10MS

ORIGINAL FILED IN 66-2554-1226

EAT:CDW

April 25, 1938.

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, composed of Messrs. Nathan, Tolson, Tamm, Clegg and Crowl, considered further the adoption of the suggestion submitted by Special Agent J. E. Lawler that an 8 x 8 card be used for the submission of wanted notices to the Bureau Field Offices.

The Conference was of the opinion that this suggestion if adopted might result in a saving of stenographic time in the field offices, and accordingly recommends the adoption of this suggestion. If this procedure is approved, an appropriate form of notice, a draft of which is attached hereto, will be prepared, after which copies thereof will be transmitted to the field with an appropriate Bureau Bulletin explaining the use of this form.

Respectfully,
For the Conference,

CLYDE TOLSON,
Chairman.

W. R. GLAVIN,
Secretary.

RECORDED

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FILED IN	66-2554-1226X
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RECORDS	
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HEREIN IS UNCLASSIFIED 323,013
DATE 7/5/90 BY SP5GVL/MS

ORIGINAL FILED IN

62-24151-1752

EAT:CDW

April 22, 1938.

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, composed of Messrs. Nathan, Tolson, Glegg, Crowl and Tamm, considered the suggestion submitted by Mr. Foxworth that mail for the offices on the West Coast be forwarded by air mail with the exception of large, bulky matter which is of a purely routine nature.

The Conference is opposed to the adoption of any suggestion which requires that all mail except large, bulky packages, be forwarded to the West Coast by air mail, feeling that the air mail service may be utilized in all individual matters which require expeditious consideration, and that routine matters should be forwarded by regular mail because of the substantial financial saving entailed through the use of the regular mail facilities.

Respectfully,
For the Conference,

GLYDE TOLSON,
Chairman.

W. R. GLAVIN,
Secretary.

RECORDED

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HEREIN IS UNCLASSIFIED 393,013.
DATE 7/5/90 BY SP5C11 bms

66-2554-1227

FEDERAL BUREAU OF INVESTIGATION	
APR 27 1938 P.M.	
U. S. DEPARTMENT OF JUSTICE	
NOTICE TAMM HARRIS	FILE

66-3665-388

ORIGINAL FILED IN

EAT:RP

April 16, 1938.

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered a suggestion emanating in the Salt Lake City Office that copies of the digest of decisions concerning White Slave Traffic Act cases which was prepared by Assistant United States Attorney William F. Smith of the District of New Jersey and which was furnished to all field offices, be furnished to all United States Attorneys "inasmuch as many are not fully conversant with the law and decisions pertaining thereto."

The Conference was unanimously opposed to the adoption of this suggestion, believing that the Bureau should not take it upon itself to furnish to United States Attorneys digests of decisions pertaining to cases. It is felt that the initiation of this practice would result in criticism from Departmental sources and would undoubtedly result in the Bureau being requested to furnish digests of opinions and decisions upon cases, and it is not the belief of the Conference that this matter is properly within the jurisdiction of the Bureau.

Those in attendance at this session of the Conference were Messrs. Tolson, Nathan, Clegg, Glavin and Tamm.

Respectfully,
For the Conference,

Clyde Tolson, Chairman.

W. R. Glavin, Secretary.

RECORDED

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 393,613
DATE 7/5/90 BY SP5C110ms

66-2554-1228
FEDERAL BUREAU OF INVESTIGATION
APR 28 1938 A. M.
DEPARTMENT OF JUSTICE
TOLSON
CLEGG
TAMM
GLAVIN
NATHAN
OLSON
FLEMING
COOPER
WATSON
HARRIS
MURPHY
NEASE
RICHARDS
TRACY
WINTERROWD
YERGEN
ZIEGLER
HOLLAND
GANDY

ORIGINAL FILED IN 66-2554-1

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FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE
WASHINGTON, D. C.

April 12, 1938.

GT:ACS

MEMORANDUM FOR THE DIRECTOR.

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The Executives' Conference on April 4th, considered the attached memorandum submitted by Mr. Nichols on March 28th for the improvement of the FBI Law Enforcement Bulletin.

The members of the Executives Conference in attendance, Messrs. Nathan, Clegg, Tamm, Cowl, and Tolson, recommend the adoption of all of the suggestions contained in Mr. Nichols' memorandum.

With respect to the suggestion under the heading "Fugitive Section" on Page 2, an inquiry has been made to determine whether the wanted notices in the bulletin might be printed on perforated paper which would enable the recipient of the bulletin to simply tear off the sheets containing these wanted items. Mr. Renneberger advises that the assembly machine will not handle perforated paper and, accordingly, it is believed that Mr. Nichols' suggestion to the effect that the Fugitive Bulletin be prepared as an insert, should be adopted.

Respectfully,

Clyde Tolson,
Chairman.

W. R. Glavin,
Secretary.

RECORDED

66-2554-1229
FEDERAL BUREAU OF INVESTIGATION
APR 28 1938
U. S. DEPT. OF JUSTICE
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DATE 7/65/90 BY SP5C/110ms

ORIGINAL FILED IN 94-3-1-21412

EAT:CDW

April 23, 1938.

MEMORANDUM FOR THE DIRECTOR

B
The Executive Conference considered the question of whether the Bureau should enter into the field of moulage and sculpture work in wax for the purpose of creating witnesses' conceptions of perpetrators of various crimes. This discussion arose from the fact that the Michigan State Police had issued a flier containing an artist's conception from descriptions obtained of a fugitive, the artist's conception having been worked out in three dimensions from either a moulage or wax substance.

The Conference was of the unanimous opinion that the so-called artist's conceptions of subjects are in most instances so hopelessly inaccurate as to be of no practical value, and consequently, does not recommend that any time be devoted to research or study of this project.

Those in attendance were Messrs. Nathan, Tolson, Tamm, Clegg and Crowl.

Respectfully,
For the Conference,

CLYDE TOLSON,
Chairman.

W. R. GLAVIN,
Secretary.

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FEDERAL BUREAU OF INVESTIGATION
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U. S. DEPARTMENT OF JUSTICE
TOLSON
LADD
TAMM
FILE

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HEREIN IS UNCLASSIFIED 323,613
DATE 7/5/90 BY SP5C/LBM/S

EAT:CDW

April 23, 1938.

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, consisting of Messrs. Nathan, Tolson, Clegg, Crowl and Tamm, considered a suggestion submitted by Special Agent R. Chambers that the Bureau prepare and issue an up to date list of agencies throughout the United States which maintain non-criminal fingerprint files and single fingerprint files. Such a list was issued to the field on December 4, 1935.

It is the opinion of the Conference that the practical benefit derived from conducting a nation-wide survey to ascertain the whereabouts, identity and importance of such files is not compensated for by the practical benefit accruing to the field offices from knowing where such information is available.

For this reason, and in order to conserve the time of the Bureau's personnel as much as is possible, the Conference recommends against the adoption of this suggestion at the present time.

Respectfully,
For the Conference,

CLYDE TOLSON,
Chairman.

W. R. GLAVIN,
Secretary.

RECORDED

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FEDERAL BUREAU OF INVESTIGATION
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FUGATE
ADMIT DIRECTOR
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HEREIN IS UNCLASSIFIED 323,013
DATE 7/5/90 BY SP5C/L/oms

ORIGINAL FILED IN 32-16546-1612

EAT:CDW

April 16, 1938.

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, consisting of Messrs. Nathan, Tolson, Clegg, Crowl and Tamm, considered the attached bulletin concerning records kept by the Treasury Department relative to bonds, and was unanimously in favor of the submission of this bulletin to the field.

Respectfully,
For the Conference,

CLYDE TOLSON,
Chairman.

W. R. GLAVIN,
Secretary.

RECORDED

66-2554-1232	
APR 16 1938	
TOLSON	FILE
DET. CLAVIN	FILE
RAMO	FILE
ONE	FILE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/5/90 BY SP5ev/Dms

ORIGINAL FILED IN 66-2554-1232

EAT:CDW

April 23, 1938.

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, consisting of Messrs. Nathan, Tolson, Glegg, Crowl and Tamm, considered the question raised as to whether the Bureau should continue to permit Special Agents qualified in accounting to have their status changed to that of Special Agent.

The Conference was of the opinion that this practice is undesirable, and believes that any Special Agent who comes into the Bureau because of his accounting training and qualifications should continue in the Bureau's service in the capacity of an accounting Agent, despite the fact that his services are used from time to time on Special Agent's work. It was pointed out during the discussion of this matter that a Special Agent qualified in accounting who is permitted to change his status to that of a Special Agent invariably loses his identity in a short while as an accountant and is thereafter always considered as a Special Agent upon general assignment, and his services are rarely if ever devoted to accounting work. It was also pointed out that the practice of requesting a change in designation was possibly due to a large extent to a feeling in the service that in order to advance in the Bureau service, a person must not have an official designation of "Special Agent (A)". The Conference points out further that it is becoming increasingly difficult to maintain an adequate staff of properly trained accountants to carry on the Bureau's investigations requiring accounting experience, and believes, consequently, that the Bureau should discontinue at once its policy of designating men who have entered the service upon accounting qualifications as Special Agents without reference to their accounting qualifications. The Conference was unanimous in recommending a change in this policy.

If you approve this recommendation, there is attached hereto a Bureau Bulletin to all Special Agents advising them of this change in the Bureau's policy.

Respectfully,
For the Conference,

RECORDED
&
INDEXED

CLYDE TOLSON,
Chairman.

W. R. GLAVIN,
Secretary.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/5/96 BY SP5C/LMS

Enclosure.

151-26176-69 ORIGINAL FILED IN

66-2554-1233

MAY 3 1938

CLERK

RECEIVED

FILE

April 21, 1938.

MEMORANDUM FOR THE DIRECTOR

This morning Mr. Connelley and Mr. Gurnea reviewed the moving picture entitled "The Techniques and Mechanics of Arrest and Search of Person". Mr. Connelley referred to his memorandum prepared for Mr. Gurnea under date of March 11, 1938, and points out that the objections and criticisms enumerated in the memorandum in question are the ones which he observed in the picture today. He believes they should be again offered in connection with this picture. He observed no new criticisms or items and one of the items wherein it appeared that the prisoner had cut himself with a piece of glass and had put his hand to his throat to see if there was blood on the throat has been cut out in the editing processes and therefore this objection no longer applies. All other objections remain as is and for the sake of convenience they are enumerated as follows:

1. The scene where one Agent searches one prisoner on the wall:

During the course of this scene as well as other scenes where the wall search was performed it was believed that the prisoner was not at all times in an off-balance position. This is noted in several instances.

Mr. Gurnea suggested however that he did not believe this was sufficiently obvious to deviate this portion of the instruction from the film and place it in group Number 2.

2. Mr. Connelley observed in the same scenes above described that Agent holds his gun in an improper manner, in that the thumb of the Agent is placed on the hammer of the revolver which prevents speedy, double action fire in the event it should be necessary. Mr. Connelley points out in his memorandum that although the explanation itself describes this as erroneous still since the film is for instruction purposes it would be better to have positive instructions as to what should be done rather than to demonstrate what should not be done.

It was suggested, however, by Mr. Gurnea that it would no doubt be better to follow that suggestion in the event an additional film was made but in so far as the purposes of this film is concerned and due to the fact it is thoroughly described in the monologue it is believed that portion should also be retained.

RECORDED & INDEXED

3. Mr. Connelley points out in the scene where one Agent searches two prisoners there are two objections.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 33303
DATE 7-15-96 BY SP5CND/mjs

1. Agent holds his gun improperly in that his thumb is on the hammer of the revolver.

MAY 6 1938 A.M.

TOLSON

Clegg

66-2554-1233

April 21, 1938.

2. The Agent improperly takes hold of the person of the prisoner before he has assumed the strained off-balance position.

Mr. Gurnea suggested, however, that this is also described in the monologue and believes it should be retained for the present time.

4. The scene where two Agents search four prisoners:

In this scene Mr. Connelley points out that Agent again holds gun improperly with his thumb on the hammer of the revolver and likewise the command for the prisoners to put their hands up is given before one of the Agents has drawn his gun.

Mr. Gurnea was also of the opinion that although this is a minor error that it would not come to the attention of viewers' minds on sufficient occasion to justify its deletion. It will be noted also, however, that on several occasions in the monologue attention is drawn to the fact that the holding of the gun with the thumb on the hammer is in error and should not under any circumstances be done. The fact that the gun is held improperly in numerous instances in the various scenes would indicate that it was an improper action in the handling of the scene and not necessarily placed in the various scenes for the purpose of instructing what is the proper manner of handling the gun and persons viewing this might get this impression by reason of the numerous occasions the gun is held in the manner indicated.

5. The scene where the prisoner proceeds upstairs ahead of the Special Agent who has him in custody:

In this scene Mr. Connelley again points out that the gun is held improperly in that the thumb is on the hammer of the revolver.

Mr. Gurnea advised, however, that upon close observation of this scene it has been observed that the thumb is not actually on the hammer of the gun but is resting alongside of the frame of the revolver.

6. The scene where the prisoner is placed in the detention room:

In this scene the prisoner is observed breaking a piece of glass to cut himself and the glass snaps into his eyes during the breaking process. Mr. Connelley does not believe that this is desirable.

There are likewise in this scene several simulated strokes with the glass on the throat of the prisoner which seems to be too much time spent for this particular activity on the part of the alleged prisoner.

Mr. Gurnea is of the opinion, however, that even though the acting could be improved upon that this scene cannot be sufficiently criticized to cause its deletion. So far as the prolonged action of the cutting of the throat is concerned this no doubt is slightly over-drawn, but it actually tends to further impress the possibility of suicides in detention cells.

7. The raid scene at Quantico:

April 21, 1938.

In this scene there are shown an apartment house; a surveillance; discussion of the raid; gun vault; portion of the road; positions of the Agents; the bandit sleeping; the telephone call from the booth; the interior of the apartment house; the prisoner looking out of the window, answering the phone and other sequences related. The bandit leaving the apartment house is also shown and the Agents approaching on the outside.

Mr. Connelley believed this is rather an elaborate action in order to take a single prisoner and the possibility of criticism as to cross-fire likewise appears in this scene as demonstrated on the magnetic blackboard. The lack of a definite constructive planning as to how the prisoner would be prevented from going from his own to other apartments in the building is likewise omitted. Mr. Connelley is of the opinion that these objections warrant the elimination of this entire sequence from the film.

In commenting on this scene Mr. Gurnea concurred in Mr. Connelley's opinion that the diagram on the blackboard may indicate that there is a possibility of cross fire even though the Agents in this scene advise that there is not. From close observation of the subsequent actual scene of the apartment house it can be possible that the cross-fire is at a minimum due to the fact that the opposite Agents are beneath the ground level of the apartment.

If this picture is to be shown to law enforcement agencies in the absence of a Bureau lecturer Mr. Gurnea did not believe that this scene should be included as is due to the fact that some police officer may, as Mr. Connelley suggested, criticize Agents placing themselves into positions where they may shoot each other.

With reference to the planning of a raid in so far as the placing of men in the apartment house for the purpose of preventing the fugitives from entering other apartments in the building, Mr. Gurnea suggested a correction would necessarily have to be made in this respect since the purpose of the Agent peeping from the door is not fully explained in the monologue and as it was learned during previous showings of this picture an erroneous impression was given and may be criticized.

B. The scene where two Agents are seen going into an apartment to arrest the prisoner:

The Agent guarding the prisoner holds his gun in an improper manner throughout most of the time he is guarding the prisoner.

Mr. Connelley points out that this improper manner of holding the gun is not at fault because of any effort to guard this prisoner but that he should have his gun in the proper hand and be more on the alert and be able to take necessary action should confederates of the prisoner suddenly enter the apartment or be in the apartment before it is searched.

Mr. Gurnea was of the opinion, however, that due to the fact the second Agent was at that time searching the rest of the house that sufficient warning would have been given the Agent guarding the prisoner to have his gun in the proper position for its use. During the filming of

April 21, 1938.

this picture the gun was placed in the left hand, however, so that it would be in the range of the camera. Had it been in the right hand it would not have been seen.

At four o'clock on the afternoon of April 21, 1938, the Executive Conference, with Messrs. Tolson, Nathan, Tamm, Crowl and Clegg present, and with Messrs. Connelley and Gurnea likewise present, viewed the above mentioned picture in its entirety and then heard the detailed criticisms as above enumerated and elaborated upon by Mr. Connelley.

Mr. Connelley pointed out ^{to} the conference that it was his recommendation that those portions of the picture to which he made no objection be made into one film and that those in which objectionable features were found be made into a second film and thus two separate films or pictures would be available. The first film without the errors would be shown to outside law enforcement agencies and the first and second film would be shown to employees of the Bureau at which time explanations could be made about any delinquencies observed.

After considering all the recommendations, objections and discussions the Executive Conference recommended as follows:

1. That the picture not be divided into two separate films as the two films would be about equal length. Either of them would be too short and would not fully cover the subject and would make it appear that the Bureau did not have full information concerning the subject being taught.
2. That in the portrayal of the raid scene at Quantico the Special Agent who was observing the apartment of the fugitive by peeping through the partially open door should be identified in the voice explanation as a Special Agent whose duty it was to prevent the escape of the fugitive from his own apartment in order to get into some other apartment in the building.
3. That in the end of the picture there ~~there is~~ portrayed in the first instance the erroneous procedure which will lead officers into an ambush be retained in the film but the subsequent portion of the picture which shows the Special Agents driving rapidly by the ambush be eliminated. Instead there would be shown the approach of the fugitive's car with the Agents' car in pursuit but the scene would be terminated before either the fugitives' car or the officers' car turned into the detour and that the voice explain the proper procedure similar to the following statement:

"The proper procedure in handling a situation of this kind would be for the officers to stop their car before reaching the detour and immediately the car is stopped, the officers should get out of the car on the far side of the automobile, thus using the car for protection while observations are made as to the whereabouts and activities of the criminals. Thus the ambush is avoided."

In the event the above recommendations of the Executive Conference are approved, Mr. Gurnea will confer with Mr. Lyons of Universal Pictures

Memo. for the Director.

- 5 -

April 21, 1938.

in order to have the changes made following which prints will be prepared both on 35 MM and 16 MM sizes of film.

Respectfully,
For the Conference,

Glyde Tolson,
Chairman.

W. R. Glavin,
Secretary.

HHC:VG

April 27, 1938.

MEMORANDUM FOR THE DIRECTOR

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 343,013
DATE 7/5/96 BY SP5CUL/DMS

The Executive Conference considered the matter of limitations being placed on the membership in the FBI National Police Academy Associates.

The present qualifications enumerated in the Constitution of the Associates concerning active membership are as follows:

Article III - Section Two -

"Active membership shall consist only of those individuals who have satisfactorily completed the regularly prescribed course of instruction of the said Federal Bureau of Investigation, as at the time of the organization of this Association is embodied or exemplified in the present course of study of The National Police Academy of said Bureau, or such successive, or successor, such course of study or instruction, as may be conducted from time to time by said Bureau."

Mr. Nathan
Mr. Tolson
Mr. Baughman
Mr. Clegg
Mr. Coffey
Mr. Crowl
Mr. Dawsey
Mr. Egan
Mr. Foxworth
Mr. Glavin
Mr. Harbo
Mr. Heitell
Mr. Lester
Mr. McIntire
Mr. Nichols
Mr. Pennington
Mr. Schilder
Mr. Tamm
Mr. Tracy
Miss Gandy

It was believed that the President and Secretary of the Associates should be written and the Bureau's views expressed that those who are not actively engaged in law enforcement work should, during the period when they are not so engaged, not be eligible for active or honorary membership in the Associates.

If the above is approved, there is attached a letter addressed to the President and a letter to the Secretary of the FBI National Police Academy Associates.

Those present at the conference were Messrs. Tolson, Crowl, Nathan, Tamm and Clegg.

RECORDED

Respectfully,
FOR THE CONFERENCE,

Clyde Tolson,
Chairman.

W. R. Glavin,
Secretary.

cc: Mr. Glavin

92-1-666-290
ORIGINAL FILED IN

66-2554-1234
MAY 4 1938
TOLSON
FOIA
FILE

HN:CSH

April 27, 1938

MEMORANDUM FOR THE DIRECTOR

The Executives Conference, consisting of Messrs. Tolson, Clegg, Crowl, Tamm, Dawsey and Nathan, considered the suggestion of Special Agent J. L. Brennan, of the Detroit Office that Agents, when obtaining criminal records, descriptions, and other identifying data from police departments, also obtain, if possible, the fingerprint classification of the individual concerned.

The Conference was of the opinion that it would not be desirable to add any additional work to that performed by Agents in the field along these lines, unless there was a specific, definite necessity therefor. Information relative to fingerprint classifications is needed particularly where the subjects have common names such as John Smith, Tom Brown, et cetera, and Section 58 of the Manual of Rules and Regulations makes this specific requirement. It is, therefore, believed that no action need be taken in this connection at the present time.

Respectfully,

Clyde Tolson, Chairman.

W. R. Glavin, Secretary.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323.013
DATE 7/5/90 BY SP5/clm/s

RECORDED

66-2554-1235

FEDERAL BUREAU OF INVESTIGATION
MAY 4 1938 A.M.
U.S. DEPARTMENT OF JUSTICE
FILE

ORIGINAL FILED IN

62-5030

EAT:RP
66-2435

April 23, 1938.

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered the matter arising from comment made by Assistant United States Attorney Allan of the District of Montana that Bureau reports are lacking in certain information which is necessary for the United States Attorney in preparing his criminal docket report which is submitted to the Department. When this initial criticism was received, Mr. Anderson at Butte was instructed to obtain additional details, which details have now been received, and Mr. Allan principally complains of the fact that the amount of bond, the name of the bondsman or bonding company and the name of the United States Commissioner are sometimes omitted from the Bureau's investigative reports, together with other information concerning the filing of the complaint, arraignment, etc.

The Conference feels that in view of the fact that this is the only complaint received and since the information generally outlined by Mr. Allan is not pertinent to the Bureau's investigation or essential in the Bureau's reports, no Bureau requirement should be established requiring the inclusion of these additional data.

A letter is being addressed to Mr. Anderson informing him of the Bureau's views with regard to the above items and advising that the items mentioned which appear to be an error on the part of the Agents assigned to his office must be corrected.

Those in attendance at this session of the Conference were Messrs. Tolson, Nathan, Glavin and Tamm.

Respectfully,
For the Conference,

Clyde Tolson, Chairman.

RECORDED

W. R. Glavin

66-2554-1236
FEDERAL BUREAU OF INVESTIGATION
MAY 4 1938 P.M.
U. S. DEPARTMENT OF JUSTICE
TOLSON
GLAVIN
FOUR
TAMM
TRACY

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 333,013
DATE 7/5/90 BY SP5CJ/oms

Mr. Nathan
Mr. Tolson
Mr. Baughman
Mr. Clegg
Mr. Coffey
Mr. Crowl
Mr. Dawsey
Mr. Egan
Mr. Foxworth
Mr. Glavin
Mr. Harbo
Mr. Hottel
Mr. Lester
Mr. McIntire
Mr. Nichols
Mr. Pennington
Mr. Schilder
Mr. Tamm
Mr. Tracy
Miss Gandy

ORIGINAL FILED IN 66-2435-1

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/5/90 BY SP5C110mJ

NOT USED

66-2554-1237

CHANGED TO

1-3094-1118

M

April 6, 1933.

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, Messrs. Tolson, Nathan, Tamm, Crowl and Clegg being present, considered the suggestion of Stenographer J. H. Underhill of the Salt Lake City Office that the open style of punctuating letterheadings and envelopes be used in the future; that is, the comma and periods should be omitted at the end of each line of the address.

The Conference was of the opinion that this so-called open style of punctuation was the preferred type which should be used on Bureau correspondence, but it was not felt that a Manual change should be made at this time. It was recommended, therefore, that when the Manual is reprinted, the form of address, according to the better existing practice be included in the Manual as a guide for the future.

If this is approved, a letter is being addressed to Mr. Underhill accordingly.

Mr. Nathan
Mr. Tolson
Mr. Baughman
Mr. Clegg
Mr. Coffey
Mr. Crowl
Mr. Egan
Mr. Foxworth
Mr. Glavin
Mr. Harbo
Mr. Hottel
Mr. Lester
Mr. McIntire
Mr. Naughton
Mr. Nichols
Mr. Pennington
Mr. Rosen
Mr. Schilder
Mr. Tamm
Mr. Tracy
Miss Gandy

Respectfully,
For the Conference,

Clyde Tolson,
Chairman.

W. R. Glavin,
Secretary.

RECORDED

cc: Mr. Glavin

66-2554-1238

FEDERAL BUREAU OF INVESTIGATION

MAY 5 1938 A.M.

U. S. DEPARTMENT OF JUSTICE

ORIGINAL FILED IN 66-2554-1238

HEG:VG

April 27, 1938.

MEMORANDUM FOR THE DIRECTOR

ag The Executive Conference, with Messrs. Tolson, Crowl, Nathan, Tamm and Clegg present, considered the letter from Inspector Connelley dated April 15, 1938, in which he referred to the following:

1. That Special Agents in Charge, upon receipt of instructions from the Bureau, were at times inclined to blindly obey such instructions without calling to the attention of the Bureau some peculiar or unusual situation which would make the instructions impractical or inadvisable.

This matter has already been handled by a communication forwarded to the field.

2. In connection with the suggestion that a more strict enforcement of Bureau regulations be maintained without unnecessarily repeating the instructions from time to time, the Conference agreed in general but is of the opinion that each individual situation must be considered in such instances. It was believed that Mr. Connelley should be requested to furnish specific instances which would indicate such situations. If this is approved, a letter is being addressed to Mr. Connelley accordingly.

Mr. Nathan
Mr. Tolson
Mr. Baughman
Mr. Clegg
Mr. Coffey
Mr. Crowl
Mr. Dawsey
Mr. Egan
Mr. Foxworth
Mr. Glavin
Mr. Harbo
Mr. Hottel
Mr. Lester
Mr. McIntire
Mr. Nichols
Mr. Pennington
Mr. Schilder
Mr. Tamm
Mr. Tracy
Miss Gandy

Respectfully,

FOR THE CONFERENCE.

Clyde Tolson,
Chairman.

RECORDED

W. R. Glavin,
Secretary.

cc: Mr. Glavin.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 393,013
DATE 7/5/90 BY SP5C10ms

66-2554-1239
FEDERAL BUREAU OF INVESTIGATION

MAY 6 1938 P.M.

U.S. DEPT. OF JUSTICE

TOLSON
FOUR
CLERK
TAMM
DEE

66-4151-94
ORIGINAL FILED IN

HN:CSH

April 27, 1938

MEMORANDUM FOR THE DIRECTOR

The Executives Conference, consisting of Messrs. Tolson, Clegg, Crowl, Tamm, Dawsey and Nathan, considered the suggestion of Mr. Conrad of the Laboratory to the effect that an educational program be instituted for the purpose of disseminating information relative to the maximum punishments which may be meted out for crimes falling within the Bureau's investigative jurisdiction.

The Conference was of the opinion that this information is disseminated by virtue of the releases prepared in all cases in which the Bureau secures final prosecutive success, and believed that these releases should convey the information desired to potential violators.

Respectfully,
For the Conference,

Clyde Tolson, Chairman.

W. R. Glavin, Secretary.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323013
DATE 7/5/90 BY SP5CJL/DMS

RECORDED

66-2554-1240

FEDERAL BUREAU OF INVESTIGATION

MAY 7 1938 A.M.

U.S. DEPARTMENT OF JUSTICE

TOLSON

WATKINS

FILE

ORIGINAL FILED IN 94-1-273

HHC:VG

April 29, 1938.

MEMORANDUM FOR THE DIRECTOR

The Bureau's attention has been directed by a representative of the Peters Cartridge Division of the Remington Arms Company to the possibility of tracer bullets for pistols and .351 rifles being used.

This matter was referred to Messrs. Walsh, Baughman and Nitschke and they unanimously recommended unfavorably with reference to tracer ammunition for pistols. Messrs. Walsh and Nitschke believed that tracer ammunition might be found serviceable in .351 rifles and Mr. Baughman indicated that tracer ammunition for this type rifle would have very limited application in the Bureau.

The Executive Conference considered this matter. Mr. Tolson agreed with Mr. Walsh and Mr. Nitschke since they are the Bureau's firearms experts, that such ammunition should be provided for use in the .351 rifles. Messrs. Nathan, Tamm, Crowl and Clegg recommended unfavorably with reference to the suggestion, pointing out that no instance where such ammunition was necessary had been found; that where such ammunition might be considered serviceable the Thompson Submachine gun was available with tracer ammunition; and it was believed that it would lend more to confusion than efficiency to add this additional use of tracer ammunition which would require special phases of training. Since there is no known practical need for such equipment, it was recommended on unfavorably by the majority, and if the majority recommendation is approved, a letter has been prepared for Mr. Lambert of the Peters Cartridge Division accordingly.

Those present were Messrs. Tolson, Crowl, Nathan, Tamm and Clegg.

Respectfully,

FOR THE CONFERENCE,

RECORDED 66-2554-1240X
Clyde Tolson,
Chairman.

FEDERAL BUREAU OF INVESTIGATION

MAY 6 1938 A.M.

U. S. DEPARTMENT OF JUSTICE

Secretary.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7/5/90 BY SP5CND/S W. R. Glavin

cc: Mr. Glavin

Mr. Nathan.....
Mr. Tolson.....
Mr. Baughman.....
Mr. Clegg.....
Mr. Coffey.....
Mr. Crowl.....
Mr. Dawsey.....
Mr. Egan.....
Mr. Foxworth.....
Mr. Glavin.....
Mr. Harbo.....
Mr. Hottel.....
Mr. Lester.....
Mr. McIntire.....
Mr. Nichols.....
Mr. Pennington.....
Mr. Schilder.....
Mr. Tamm.....
Mr. Tracy.....
Miss Gandy.....

66-2554-1240X

INDEXED
FILED
JUN 10 1938
CLEGG

HHO:VG

May 4, 1938.

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered the information, furnished by SAC J. E. Clegg of the Memphis Office, relative to the availability of prospective range facilities near Memphis.

At present, the Agents of the Memphis Office use the range at Clarkdale, Mississippi. A public-spirited citizen living a few miles from Memphis has offered to make available, for Bureau Agents and the Memphis Police Department, a tract of land on which there is a lake with a rather high embankment, for use as a firearms range. To the rear of the tract of land, in the opposite direction from which the fire would be directed, is a public road and it will be possible for those traveling down this road to stop momentarily to observe portions of the firearms training but they will be sufficiently far away that they will not be able to see the scores made. There is also a little store near the location of the prospective range, but the firearms training cannot be observed from the store although the sound of shooting might be heard at the store.

The SAC at Memphis stated that he recognized the fact that the Government could not invest money on privately-owned property for the construction of such a range. He stated, however, that the Memphis Police Department was interested in getting this range built, either by the City Commissioners appropriating money or by taking this matter up with one of the Federal Relief Agencies, the WPA perhaps, which would provide the funds for this purpose. He desired advice as to whether he might acquaint the local authorities with the advisability of making use of such a range which would be shared when desired by the Special Agents of the FBI.

It was the unanimous opinion of the Executive Conference that SAC Clegg should be advised that it would be permissible for him to explain the advantages of such a range to officials in Memphis and for him to make use of this range when it was found

Mr. Nathan
Mr. Tolson
Mr. Baughman
Mr. Clegg
Mr. Coffey
Mr. Crowl
Mr. Egan
Mr. Foxworth
Mr. Glavin
Mr. Harbo
Mr. Hottel
Mr. Lester
Mr. McIntire
Mr. Naughton
Mr. Nichols
Mr. Pennington
Mr. Schilder
Mr. Tamm
Mr. Tracy
Miss Gandy

RECORDED

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 7/5/96 BY SP5Cm Dms

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FEDERAL BUREAU OF INVESTIGATION	
MAY 9 1938 A.M.	
U.S. DEPARTMENT OF JUSTICE	
WILSON	FILE
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CLEGG	

ORIGINAL FILED IN 66-2554-1241

Director

- 2 -

May 4, 1938.

desirable. It was understood that it would be necessary to build up the embankment, several feet higher than it is at present, in order to insure a maximum amount of safety.

If approved, SAC Clegg is being advised accordingly.

Those present at the Conference were Messrs. Tolson, Glavin, Nathan, Tamm and Clegg.

Respectfully,

FOR THE CONFERENCE,

Clyde Tolson,
Chairman,

W. R. Glavin,
Secretary.

cc: Mr. Glavin.

HHC:VG

May 2, 1938.

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, with Messrs. Tolson, Crowl, Nathan, Tamm and Clegg present, considered the suggestion of Special Agent S. J. Drayton that a separate retraining school for Special Agents Accountants be conducted.

Due to the fact that there are slightly more than one hundred accountants in the service, it was believed by the Conference that three such schools would be necessary and the special training provided these accountants might emphasize the derelictions made by accountants, could also provide constructive training for them; and by having older accountants and newer accountants in the same class, it was believed that the general exchange of opinions and suggestions would prove beneficial.

It was believed, however, that these retraining schools for accountants should not be conducted until after July 1, but otherwise were recommended favorably.

If the above is approved, a letter has been addressed to Mr. Drayton accordingly and a schedule will be prepared in the interim for these schools.

Respectfully,

FOR THE CONFERENCE,

Clyde Tolson,
Chairman.

RECORDED

W. R. Glavin,
Secretary.

cc: Mr. Glavin

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323013
DATE 7/5/90 BY SP5C/MDMS

66-2554-1242

FILED MAY 7 1938

U.S. DEPT. OF JUSTICE

RECEIVED

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FOUR

66-2554-1242

RECEIVED

HN:CSH

April 14, 1938

MEMORANDUM FOR THE DIRECTOR

The Executives Conference, consisting of Messrs. Tolson, Clegg, Tamm, Crowl and Nathan, this morning considered the request of SAC Hendon, St. Paul, Minnesota (contained in his letter of April 11, 1938), that he be authorized to suggest Agent E. N. Hotesteen to act as a Counselor for the Minneapolis Area of the Boy Scouts of America, in connection with the Merit Badge Subject of Fingerprinting. The Minneapolis Police Department was contacted by the Educational Director, Minneapolis Area Council, Boy Scouts of America, but refused to designate anyone to assist in this work.

Messrs. Clegg, Crowl and Nathan were opposed to the suggestion, feeling that it is the Bureau's function to accept personal identification prints, but that the Bureau should not inject itself in any manner into the controversial phases of civil fingerprinting. They felt that by assigning individual members of its personnel to projects such as this the Bureau might be subject to possibly warranted criticism, from those antagonistic to civil fingerprinting, to the effect that the Bureau was injecting itself into matters not within its own definite investigative jurisdiction. They also felt that this is not appropriate work for Bureau Agents, who should confine themselves to investigative activities.

Messrs. Tolson and Tamm were in favor of complying with the suggestion of SAC Hendon, Mr. Tamm expressing the opinion that each Special Agent in Charge in each field office district should assign an Agent to serve in a similar capacity upon the receipt of a similar request.

RECORDED
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INDEXED

Respectfully,
For the Conference

Glyde Tolson, Chairman

W. R. Glavin, Secretary

66-2554-1243

FEDERAL BUREAU OF INVESTIGATION

MAY 9 1938 A.M.

U.S. DEPARTMENT OF JUSTICE

SEARCHED
SERIALIZED
INDEXED
FILED

W. R. GLAVIN

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/5/90 BY SP5C10MS

ORIGINAL FILED IN 94-1-208-992

HN:CSH

April 27, 1938

MEMORANDUM FOR THE DIRECTOR

RE: DOCUMENT EXAMINATIONS

The Executives Conference this morning, consisting of Mr. Tolson, Mr. Clegg, Mr. Crowl, Mr. Tamm, Mr. Dawsey and Mr. Nathan, considered the situation with regard to document examinations, particularly with regard to the development that the Laboratory is to function affirmatively in all requests made by the Post Office Department for such examinations.

The Conference was of the opinion that the current policy should be broadened to accept all Federal cases presented to the Bureau by or through the offices of United States Attorneys. It was of the opinion that this should be done in order to be consistent in its attitude toward the various Federal agencies. It was believed that these cases, inasmuch as they involve prospective prosecution, would come within the Bureau's document examining jurisdiction.

The Conference was of the opinion that we should continue to reject, for the reasons previously given, all other types of cases.

In the event this is approved, a letter will be immediately dispatched to all Special Agents in Charge, advising them of this amplification of the policy.

Respectfully,
For the Conference,

Clyde Tolson, Chairman.

RECORDED

W. E. Glavin, Secretary

66-2554-1244
FEDERAL BUREAU OF INVESTIGATION
MAY 10 1938
U. S. DEPARTMENT OF JUSTICE
NATHAN, CLEGG, CROWL, TAMM, DAWSEY, TOLSON
FOUR
FILE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 7/5/90 BY SP5C10MS

ORIGINAL FILED IN 95-0-10

HHC:MT

May 6, 1938.

MEMORANDUM FOR THE DIRECTOR

O

The Executive Conference with Messrs. Tolson, Glavin, Nathan, Tamm, and Clegg being present, recommended the adoption of the attached physical training schedule to become effective Monday, May 9, 1938.

The training for the Retraining Schools in practical work will be given in the basement gymnasium and for all other groups on the roof except during inclement weather.

If this is approved, there is attached a memorandum transmitting copies of this schedule.

Respectfully,

FOR THE CONFERENCE.

Clyde Tolson,
Chairman.

W. R. Glavin,
Secretary.

cc - Mr. Glavin.

RECORDED

66-2554-1245	
MAY 10 1938 P.M.	
DEPT. OF JUSTICE	
TOLSON	GLAVIN
FOUNT	FILE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 333,013
DATE 7/5/90 BY SP5C110MS

ORIGINAL FILED IN 66-2554-1245

HHC:VG

April 29, 1938.

MEMORANDUM FOR THE DIRECTOR

ref The Executive Conference, with Messrs. Tolson, Crowl, Nathan, Tamm and Clegg present, considered the suggestion of Special Agent Earl J. Fynn that the office of origin notify the auxiliary offices of the apprehension of a fugitive even though there were no outstanding leads for the auxiliary offices and even though the auxiliary offices had long since RUC'd the case. An instance was cited where a fugitive had been apprehended and later released, thus destroying his fugitive status. He later appeared in the auxiliary office territory and it was feared that in some instance an auxiliary office might cause the arrest of a former fugitive who was no longer a fugitive unless this recommendation was adopted.

The Conference unanimously opposed the suggestion, feeling that where an auxiliary office had once closed its case it would, before arresting a former fugitive, naturally communicate with the office of origin to ascertain if the fugitive were still wanted before taking action along this line. The expense and additional clerical work and the unnecessary correspondence would be too great to overcome the advantages of this proposed action.

If the above is approved, Special Agent Fynn is being so advised.

Respectfully,

FOR THE CONFERENCE.

Clyde Tolson,
Chairman.

RECORDED

W. R. Glavin,
Secretary.

O.K.
J.E.H.

cc: Mr. Glavin

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323613
DATE 7/5/70 BY SP5C/lon

66-2554-1246	
FEDERAL BUREAU OF INVESTIGATION	
MAY 9 1938 A.M.	
U. S. DEPARTMENT OF JUSTICE	
TOLSON	FILE
CLEGG	
FOUR	

ORIGINAL FILED IN 62-1246-346

Mr. Nathan
Mr. Tolson
Mr. Baughman
Mr. Clegg
Mr. Coffey
Mr. Crowl
Mr. Dawsey
Mr. Egan
Mr. Foxworth
Mr. Glavin
Mr. Harbo
Mr. Hottel
Mr. Lester
Mr. McIntire
Mr. Nichols
Mr. Pennington
Mr. Schilder
Mr. Tamm
Mr. Tracy
Miss Gandy

HHC:VG

April 29, 1938

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, with Messrs. Tolson, Crowl, Nathan, Tamm and Olegg present, considered the suggestion of Special Agent I. E. Nitschke that Special Agents be required to fire the regular firearms training courses, wherein the use of pistols are required, with regular Bureau issued revolvers. He indicated that, at present, some employees had obtained special target pistols or six-inch barrel revolvers which did not always fit the holsters which they carried and he believed that there should be uniformity because the longer barrel revolver was somewhat more accurate at longer range. Mr. Baughman and Mr. Walsh did not recommend favorably with reference to this suggestion but advised that they believed that proper holsters should be obtained by each employee when he makes use of a six-inch barrel gun. Since this gun is perhaps slightly more accurate at longer ranges and since it is being carried by Special Agents with Bureau approval, it was believed they should practice with the guns which they carry.

The Executive Conference agreed with Messrs. Baughman and Walsh and recommended that proper holsters be obtained. A bulletin is being prepared, if approved.

It was likewise recommended by Mr. Nitschke and approved by Messrs. Baughman and Walsh that no weapon of a smaller calibre than .380 be permitted for official use by Bureau employees. This was likewise agreed to unanimously by members of the Conference.

The bulletin, if approved, will carry instructions relating to both the above suggestions.

Respectfully,

FOR THE CONFERENCE,

RECORDED

66-2554-1247

Clyde Tolson,
FEDERAL BUREAU OF INVESTIGATION
Chairman

MAY 6 1938 A.M.

U.S. DEPARTMENT OF JUSTICE
Secretary

MAILED
FIVE
MAY 6 1938

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 303013
DATE 7/6/96 BY SP5CJL/OM/S

cc: Mr. Glavin

ORIGINAL FILED IN 1-29-154

April 27, 1938.

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, with Messrs. Tolson, Crowl, Nathan, Tamm and Clegg present, considered the suggestions of Special Agent Galen N. Willis of the Aberdeen Office as follows:

1. Employee believes that during each period of training the Director and Assistant Directors should personally meet each trainee. Employee points out that he has never met the Director nor many of his assistants and that he has been forced to answer negatively when inquiries were made as to whether he knew the Director.

The Conference believed the Agent was strongly lacking in imagination to give such a negative answer without qualification and it is further pointed out that the Director administers the oath of office to most new Agents and meets such Special Agents as request to see him when an opportunity is provided at retraining schools. Of necessity, there are limitations on the Director's time but it is believed that adequate facilities are provided for any Agent desiring to see the Director to do so in most instances.

2. The Agent suggested that public stenographers, strategically located, be utilized by resident agents and agents in travel status in order to expedite the preparation of their reports.

The Conference recommended unanimously against this, believing that the only persons who should receive the confidential information contained in reports are Bureau employees.

3. Employee recommended that copies of all criminal records relating to major violations be furnished to field offices whenever the records are being furnished to local officers.

The Conference pointed out that this would increase unnecessarily, and beyond the point of practical application, the burdens on the Identification Division and would therefore be furnishing information to the field which would be but seldom needed.

Mr. Nathan
Mr. Tolson
Mr. Baughman
Mr. Clegg
Mr. Coffey
Mr. Crowl
Mr. Dawsey
Mr. Egan
Mr. Foxworth
Mr. Glavin
Mr. Harbo
Mr. Hottel
Mr. Lester
Mr. McIntire
Mr. Nichols
Mr. Pennington
Mr. Schilder
Mr. Tamm
Mr. Tracy
Miss Gandy

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/6/96 BY SPSC/loms

RECORDED 66-2554-1248
DEPARTMENT OF JUSTICE
TOLSON
CLEGG
FILE

16-1934-5671
RECEIVED

Director

April 27, 1938

4. Employee recommended that a booklet containing photographs of known or wanted criminals in each respective district be utilized by the Bureau.

The Conference unanimously recommended against this. In previous tests, it was proved that such action is unprofitable and served no practical purpose.

Special Agent Willis is being advised in accordance with the above recommendations in the event you approve.

Respectfully,
FOR THE CONFERENCE.

Glyde Tolson,
Chairman.

W. R. Glavin,
Secretary.

cc: Mr. Glavin

Mr. Nathan
Mr. Tolson
Mr. Baughman
Mr. Clegg
Mr. Coffey
Mr. Crowl
Mr. Dawsey
Mr. Egan
Mr. Foxworth
Mr. Glavin
Mr. Harbo
Mr. Hottel
Mr. Lester
Mr. McIntire
Mr. Nichols
Mr. Pennington
Mr. Schilder
Mr. Tamm
Mr. Tracy
Miss Gandy

HHC:BG

March 28, 1938.

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, Messrs. Tolson, Nathan, Glavin, Tamm and Olegg being present, considered the inquiry of Mr. Hince as to whether he should serve on a committee for the purpose of considering the feasibility of a magazine to be published by the Maryland Police Association. It was the consensus of opinion of the members of the Executive Conference that Mr. Hince should not serve in this capacity and that he should advise the officials of this organization that his duties would preclude his serving on this committee.

If this is approved, there is attached hereto a memorandum for Mr. Hince to this effect.

Respectfully,

FOR THE CONFERENCE,

Clyde Tolson,
Chairman.

RECORDED

&

INDEXED

W. R. Glavin,
Secretary.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 7/6/96 BY SP5C11DMS

cc-Mr. Glavin

66-2554-1249	
FEDERAL BUREAU OF INVESTIGATION	
MAY 10 1938	
U. S. DEPT. OF JUSTICE	
MONROE	CLERK
FOUR	FILE

ORIGINAL FILED IN 94-1-493-35

EAT:CDW

April 22, 1938.

MEMORANDUM FOR THE DIRECTOR

ag
With Messrs. Nathan, Tolson, Clegg, Crowl and Tamm in attendance, the Executive Conference considered several suggestions with reference to the submission of daily reports, and the individual views of the members of the Executive Conference are set forth in connection with three inquiries received, as set out hereinafter:

The first question considered was whether instructions should be issued requiring all Special Agents to submit daily reports every day even though performing duties in their headquarters city.

In considering this question, discussion was had as to whether these daily report forms if submitted should be transmitted only to the Special Agent in Charge, or through the Agent in Charge to the Bureau. It was the feeling of the entire Conference that it would be highly impractical for the employees at the Seat of Government to review the daily report forms submitted by all Special Agents in the service of the Bureau. It is estimated that it would require the full time of approximately ten employees to make a proper check of the daily reports of all Special Agents, which check would, of course, necessitate the comparison of the daily reports with the investigative reports and travel vouchers of these Special Agents. It is to be further pointed out that a Special Agent might actually spend several hours interviewing a particular person, for example, in a fugitive case, in which negative information only was obtained, and the results of which interview would be incorporated in an investigative report in but a single sentence. Obviously, it would be impossible at the Seat of Government to estimate the propriety of devoting as much time to this interview as the daily report reflected. It was concluded that if daily reports were submitted by all Special Agents every day, it would be of benefit only to the Special Agent in Charge of the field office district in which the Agents are assigned, and consequently, discussion was had of the propriety of having a regulation requiring the submission of daily reports by all Special Agents recording each day's activities, but these reports to be submitted only to the Special Agent in Charge and not to the Seat of Government. The Conference recommends that the advice and views of eight field officials be obtained upon this question before a final decision is made, and if you approve this procedure, there is attached hereto a letter addressed to Mr. Connelley, Mr. Egan, and the Special Agents in Charge at New York City, Chicago, Kansas City, Los Angeles, New Orleans and Boston, asking their views upon this suggestion.

Mr. Nathan
Mr. Tolson
Mr. Baughman
Mr. Clegg
Mr. Coffey
Mr. Crowl
Mr. Dawsey
Mr. Egan
Mr. Foxworth
Mr. Glavin
Mr. Harbo
Mr. Hottel
Mr. Lester
Mr. McIntire
Mr. Nichols
Mr. Pennington
Mr. Schilder
Mr. Tamm
Mr. Tracy
Miss Gandy

RECORDED

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/6/96 BY SP5C110ms

66-2554-1250
FEDERAL BUREAU OF INVESTIGATION

MAY 11 1938

66-2554-1250
ORIGINAL FILED IN

4/22/38

The Second question considered was whether each Special Agent in Charge should be required to submit a daily report each day to the Bureau showing his activities as of that day. Mr. Clegg and Mr. Nathan were opposed to the adoption of this suggestion, believing that it would be of no practical benefit to the Seat of Government. Mr. Clegg and Mr. Nathan feel that a weak Special Agent in Charge or lazy Agent in Charge would fix his daily report in such a manner that the Bureau could not determine anything of benefit from it, while in the case of a conscientious, hard-working Agent in Charge, there is no reason to require him to submit a daily report. Messrs. Tolson, Tamm and Crowl were in favor of the adoption of this plan for a temporary period of 30 days to determine what practical benefit might accrue from the adoption of this suggestion. If you approve the view of the majority of the Conference, there is attached hereto a form letter to be forwarded to all Special Agents in Charge instructing them to submit to the Bureau effective May 1, 1938 a daily report each day showing the official activities of that day.

The Conference considered a third inquiry as to whether the Special Agents in Charge of the Juneau, Honolulu and San Juan offices should be required to submit daily reports. It is to be noted that if you approve the affirmative action outlined with reference to Item No. 2 in this memorandum, action upon this question is unnecessary, since the previous regulation will automatically include the Special Agents in Charge of the Juneau, Honolulu and San Juan offices. Mr. Clegg was of the opinion that the Special Agents in Charge of these three offices are in exactly the same category as the Special Agents in Charge of the field office districts within the continental United States, and should not be required to submit daily reports. Messrs. Nathan, Tolson, Crowl and Tamm are of the opinion that regardless of the action taken upon the previous question, the Special Agents in Charge of the Juneau, Honolulu and San Juan offices should be required to submit daily reports at all times.

Respectfully,
For the Conference,

CLYDE TOLSON,
Chairman.

W. R. GLAVIN,
Secretary.

HHG:VG

May 4, 1938.

MEMORANDUM FOR THE DIRECTOR

Cut
The Executive Conference considered the suggestion of Special Agent in Charge J. C. Newman of the Detroit Office that since second runs of reports were often being found frequently necessary because two copies of reports containing restated or "asterisked" leads were required to be forwarded to the offices for which such leads were suggested, it might be advisable to require but one copy of such ^{report containing} restated or "asterisked" leads be made available for offices when only this type of lead is indicated for such office.

B
The Conference was unanimous in the opinion that it was more desirable for two ~~copies of reports~~ to be sent in all instances because of the necessity for one copy being retained in the file while the remaining copy will be needed for a Special Agent attached to the office.

C
If approved, Mr. Newman is being so advised. A similar inquiry has been received from the SAC of the Memphis Office, and a copy of the letter to Mr. Newman is being directed to the Memphis Office.

Those present at the Conference were Messrs. Tolson, Nathan, Glavin, Tamm and Clegg.

Respectfully,

FOR THE CONFERENCE,

Clyde Tolson, RECORDED
Chairman. &

INDEXED

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/6/90 BY SP5C110m5

cc: Mr. Glavin

W. B. Glavin,
Secretary.

66-2554-1251

BUREAU OF INVESTIGATION	
MAY 11 1938 A. M.	
U. S. DEPT. OF JUSTICE	
TOLSON	FILE

EAT:RP

March 4, 1938.

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, in considering suggestions offered for the further investigation of the Mattson case, considered a suggestion submitted by Mr. Henni that two Special Agents be assigned in an undercover and free lance capacity to spend their time on the docks and other places where members of the underworld might spend their time in the hope that this might result in the picking up of some information relative to the Mattson case. Mr. Tolson was in favor of the adoption of this suggestion, believing that an Agent in loitering about the docks and other habitants might develop some information concerning this case. Mr. Tamm and Mr. Nathan were opposed to the adoption of this suggestion, believing that the possibility of some information being developed was so remote as to make it undesirable to waste the time of two Agents on an assignment of this kind. Mr. Clegg and Mr. Glavin were of the opinion that one Agent should be designated for this assignment. No statement is being issued to the field concerning this suggestion at this time in view of the fact that the conflict of views exists in the Executive Conference.

The Conference considered the suggestion that a further inquiry be made into the birth records of Charles Fletcher Mattson, having in mind that possibly the child might have been an illegitimate child. The Conference could see no purpose in conducting further inquiry along this line, there being no reason to believe that this is an element in connection with the Mattson case.

RECORDED

A suggestion has been received that a lie-detector be used on Errol Mattson, the nephew of Dr. Mattson. The Conference is of the opinion that when someone is next in the vicinity who is qualified in the use of the lie detector, this procedure might be followed out, there appearing to be no reason why it should not be tried.

The suggestion has been made that a review be made of the magazines sold in and around Seattle around the kidnaping period to determine if the kidnaper could have copied the material contained in the ransom notes from some magazine. The Conference is of the opinion that this suggestion practically could not be carried out because there would be no limit as to the magazines, periodicals, newspapers, etc., which would have to be examined and for the further reason that the examination could not draw any particular

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 7/6/90 BY SP5CVM/S

ORIGINAL FILED IN 7-1620-160307

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JAN 14 1938

March 4, 1938.

date of issue as a deadline, since it would be logical if such a search were undertaken to go back to the first issue of all magazines, books, etc., and not confine the search to those issues which were current at the time of the kidnaping. It is to be further pointed out that if a similarity were found in some magazine, book, pamphlet or other document the Bureau would still be without a tangible lead since due to the Meyerhaeuser Kidnaping, virtually every periodical circulated in the northwest has had stories concerning kidnapings.

A suggestion was made that some research be conducted to ascertain whether any foreign countries train their officers or soldiers to hold their guns close to the chest as did the kidnaper. The Conference does not believe that any extensive research should be conducted upon this subject, although it is felt that no harm would be done by contacting the War Department to ascertain whether they have any information upon this subject. If you believe this procedure satisfactory a contact will be made with the War Department to ascertain whether they know of any organization training its members to hold a pistol in the manner shown in the motion picture made at the Bureau.

The suggestion was made that circulars concerning this case be sent to all captains of sea-going vessels which stop in the ports of the United States. The Conference believes that this procedure can be followed and recommends that copies of the circulars be sent to all steamship captains.

A suggestion was made that Dr. Mattson's account card at the Dean Whitter Company be processed for fingerprints. Mr. Nathan does not believe that this procedure would contribute anything towards the solution of this case, but the remaining members of the Conference are of the opinion that nothing will be lost by making this examination. It is therefore recommended by the majority of the Conference that this be done.

A suggestion has been made that palm prints be obtained along with fingerprints from suspects in order that these palm prints may be compared with the palm print which was developed on the telephone in the service station from which the kidnaper made the telephone call. Although the Supervisors' Conference which had previously heard this suggestion recommended against its adoption, the Executive Conference is of the opinion that this procedure should be adopted at once and that instructions should be issued to all field offices to obtain palm prints from all suspects in this case.

Those in attendance at this session of the Conference were Messrs. Nathan, Tolson, Clegg, Glavin and Tamm.

Respectfully,
For the Conference,

Clyde Tolson, Chairman.

W. R. Glavin, Secretary

C
O
P
Y

FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE
WASHINGTON, D. C.

HHC:MT

May 6, 1938

MEMORANDUM FOR THE DIRECTOR

The Executive Conference with Messrs. Tolson, Glavin, Nathan, Tamm, and Clegg being present, considered the matter of an attendant being in the basement gymnasium during tours. It is possible for the present attendant, Parrish, to clean up the basement gymnasium twice a day and to check it over to see that it is in good condition on one or two other occasions during the course of each day, however, beginning May 9, 1938, the classes for the most part will be on the roof gymnasium and most of the work by this attendant, will be in the locker and shower rooms of the roof gymnasium. It is expected, therefore, that there will be no one in the basement gymnasium for the greater part of the time each day.

It is believed that the basement gymnasium should be kept locked at all times to prevent undesirables having free and easy access thereto, therefore, it was recommended that instead of utilizing the services of an additional attendant that each of the tour leaders be provided with a key to the basement gymnasium during the summer months. It was also suggested that a key be provided for Mr. Tracy and in the event the Director desired to escort any special group personally to the gymnasium the key would be in the possession of Mr. Tracy.

It was further indicated that on Mondays and Thursdays, Attendant Parrish would need some additional assistance for brief periods of time, and it was believed that arrangements should be made that at the request of Mr. Clegg or Mr. Goudge, the Chief Clerk's office should provide assistance for temporary periods.

Respectfully,

FOR THE CONFERENCE.

Clyde Tolson,
Chairman.

W. R. Glavin,
Secretary.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/6/90 BY SP5/10/05

RECORDED

cc - Mr. Glavin

66-2554-1252

FEDERAL BUREAU OF INVESTIGATION

MAY 17 1938

U. S. DEPT. OF JUSTICE

RECEIVED

FILE

HHC:VG

May 11, 1938.

MEMORANDUM FOR THE DIRECTOR

Reference is made to the Executive Conference memorandum dated May 6, 1938, recording Mr. Tamm's recommendation that the counselors attending the Police Academy not be permitted to graduate, not be listed on the graduation program, not participate in the graduation exercises and that they not receive diplomas since they have a capacity similar to instructors.

It is believed that it might be desirable to set forth additional details of the discussion at the time this matter was considered.

It was pointed out by a majority that one of the difficulties of monitors was that the class members were inclined to look upon them as spies or stool pigeons, because of which fact no authority is given to the counselors. They are required to take the same tests and examinations. They are required to attend all classes and take the full course of training and are treated throughout identically as are the police officers. They, therefore, do not have a status of instructor and to set them apart as different from the policemen would, it is believed, lessen their value as counselors and have a tendency to confirm the too prevalent belief that they are in the class as spies. The fact that the Agents are treated identical with the police, take the same tests and graduate makes them all a part of one class and develops a more wholesome spirit, making their work more effective.

It was further pointed out that the cards of Messrs. Tracy and Seery, former Special Agents, did not indicate that they were graduates of the FBI National Police Academy. They showed that they were graduates of the Federal Bureau of Investigation. Tracy never attended the FBI National Police Academy so there does not appear to have been any occasion which would justify or warrant a change of policy.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/6/90 BY SP5C/L/MS

Mr. Nathan.....
Mr. Tolson.....
Mr. Baughman.....
Mr. Clegg.....
Mr. Coffey.....
Mr. Crowl.....
Mr. Dawsey.....
Mr. Egan.....
Mr. Foxworth.....
Mr. Glavin.....
Mr. Harbo.....
Mr. Hottel.....
Mr. Lester.....
Mr. McIntire.....
Mr. Nichols.....
Mr. Pennington.....
Mr. Schilder.....
Mr. Tamm.....
Mr. Tracy.....
Miss Gandy.....

ORIGINAL FILED IN 1-4-20417

66-2554-1252

WALSH
EAST
JUL 27 1938
FBI
TOLSON
CLEGG
FOUR
PERS. FILES

Director

- 2 -

May 11, 1938.

It was also pointed out that police who graduate from the Academy have no restrictions placed upon them with regard to subsequent advertising, whether they remain in or out of the service, of law enforcement. In fact, the President of the Seventh Session, Deputy Sheriff W. G. Rogers of Ellis County, Waxahachie, Texas, has official cards on which appear the phraseology indicating that he was President of the Seventh Session of the FBI National Police Academy.

This supplemental memorandum is being submitted in order that the Director might have the benefit of the views of the majority.

Respectfully,

FOR THE CONFERENCE,

Glyde Tolson,
Chairman.

W. R. Glavin,
Secretary.

cc: Mr. Glavin.

HHC:WRG:at

April 20, 1938.

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, with Messrs. Tolson, Nathan, Crowl, and Clegg present, considered the suggestion of Miss Bettie Renner that there be some place in the Bureau where she and other stenographic and clerical employees might contact for information and guidance in connection with the proper procedure of their various duties.

The Conference believed that Miss Myers was the logical person to call on all matters of this type, and if this is approved, there is attached hereto a communication addressed to the heads of the divisions suggesting that inquiries of this type be directed to Miss Myers.

Respectfully,

FOR THE CONFERENCE,

Clyde Tolson,
Chairman,

W. R. Glavin,
Secretary.

Mr. Nathan
Mr. Tolson
Mr. Baughman
Mr. Clegg
Mr. Coffey
Mr. Crowl
Mr. Egan
Mr. Foxworth
Mr. Glavin
Mr. Harbo
Mr. Hendon
Mr. Lester
Mr. Quinn
Mr. Nease
Mr. Rosen
Mr. Tracy
Miss Gandy

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 393,013
DATE 7/6/98 BY SP5/SLM/S

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&
INDEXED.

66-2554-1253	
FEDERAL BUREAU OF INVESTIGATION	
MAY 22 1938	
U. S. DEPARTMENT OF JUSTICE	
DIRECTOR	CLERK
ASSISTANT	FILE

ORIGINAL FILED IN 66-2554-1253

EAT:ODW

April 23, 1938.

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, composed of Messrs. Nathan, Tolson, Crowl, Clegg and Tamm, considered a suggestion submitted by Mr. Cornelius that time be given in the Bureau's training schools to a discussion of unsuccessful surveillance and plants, with particular emphasis on the items and factors which made each plant or surveillance unsuccessful in order that Special Agent may learn the errors made by other Agents.

Mr. Clegg advised the Conference that detailed instruction upon surveillances and plants is given in the training schools at the present time, and stated that if the Training School Division were furnished with memoranda concerning unsuccessful plants, this material could be well utilized in the Training School Division. It was agreed that the Investigative Division would furnish to the Training School Division an index of memoranda previously prepared in cases in which unsuccessful surveillance and plants have taken place, and that thereafter copies of all memoranda prepared upon this subject would be routed to the Training School Division.

Respectfully,
For the Conference,

CLYDE TOLSON,
Chairman.

W. R. GLAVIN,
Secretary.

RECORDED

66-2554-1254

FEDERAL BUREAU OF INVESTIGATION
MAY 18 1938 A.M.
U. S. DEPT. OF JUSTICE
DIRECTOR
TOLSON
CLEGG
TAMM
GLAVIN
WATSON
NEASE
WILLIAMS
WYATT
YERGEN
COUGHLIN
ROSEN
TRACY
WHELAN
WINTERROWD
WYATT
YERGEN
COUGHLIN
ROSEN
TRACY
WHELAN
WINTERROWD

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 333,013
DATE 7/6/95 BY SP5C/10M/S

66-4151-95

HN:CEH

May 13, 1938

MEMORANDUM FOR THE DIRECTOR

1
This morning the Executives Conference, consisting of Messrs. Tolson, Clegg, Glavin, Dawsey and Nathan, considered the suggestion received from Mr. M. C. Hoover, an employee of the Single Fingerprint Section of the Identification Division to the effect that the peculiar characteristics file, functioning as an adjunct of the general appearance and modus operandi files, be brought to the attention of all Agents. Mr. Hoover states he does not believe all Agents are aware of the functioning of this particular file, and suggests that the Bureau might wish to furnish this information in the form of a bulletin to the field.

Mr. Engert, Supervisor of the Single Fingerprint Section, advises that this file has been in existence for approximately two years and that since July, 1937 approximately twenty searches have been made therein, without effecting an identification.

The Conference was of the opinion that Mr. Schilder, Mr. Engert, and any others lecturing to retraining classes, SAC's or other training schools could bring the existence of said file to the attention of those in attendance at the schools.

Respectfully,
For the Conference,

RECORDED
&
INDEXED

Clyde Tolson, Chairman.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 393613
DATE 7/6/90 BY SP5CJ/PM5

W. R. Glavin, Secretary.

66-2554-1255
FEDERAL BUREAU OF INVESTIGATION

MAY 13 1938

U. S. DEPARTMENT OF JUSTICE

IDENTIFIED
NATHAN
FOUR
FBI

ORIGINAL FILED IN 66-1631-111

1300 Liberty Trust Building
Philadelphia, Pennsylvania

MC:MM

May 23, 1938

Mr. George Ramsey,
Postmaster,
Cheltenham, Pa.

Dear Mr. Ramsey:

I am in receipt of your letter dated May 18, 1938 in which you list certain Identification Orders received by you from this Bureau, and desire to be advised whether they are still outstanding. Please be advised that all of the Identification Orders listed in your letter are all outstanding at the present time.

May I suggest that the Wanted Notice that you have issued for George Colletti, with aliases, wanted by the Bureau of Narcotics be brought to the attention of the Narcotic Bureau here in Philadelphia for their advice as to whether that Wanted Notice is presently outstanding.

Very truly yours,

A. B. LECKIE
Special Agent in Charge

CC BUREAU

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,043
DATE 7/6/90 BY SP5/00ms

INDEXED

66-2554-1255 X

FEDERAL BUREAU OF INVESTIGATION	
MAY 24 1938 A. M.	
U. S. DEPARTMENT OF JUSTICE	
FUGITIVE	FILE

WRG:atw

May 14, 1938

MEMORANDUM FOR THE DIRECTOR

The Conference considered and examined a sample roll which was submitted by Mr. Glavin and which was to be used for carrying leg irons, handcuffs, lead chains and related equipment. The roll exhibited to the Conference was one of canvas duck which carries two sets of handcuffs, two sets of leg irons, two lead chains, four padlocks and the necessary keys. It rolls up into a compact roll and will not be at all difficult to transport.

The Conference was of the opinion that the roll exhibited was entirely satisfactory and recommends that two such rolls be purchased for each field office.

The sample roll is at the present time in Mr. Glavin's office should you care to see it.

It is the understanding of the Conference that the kit exhibited would cost approximately \$9.00 each in quantity purchase; however, it was advised that these kits could, undoubtedly, be made by prison industries at a much lesser cost.

If you approve the purchase of these kits, an appropriate order will be placed immediately.

Those present were Messrs. Nathan, Tolson, Tamm, Clegg and Glavin.

Respectfully submitted,
FOR THE CONFERENCE,

Clyde Tolson,
Chairman.

RECORDED

W. R. Glavin,
Secretary.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/6/90 BY SP5C110ms

66-2554-1255X/

JUN - 11 1938

CLERK

FILE

TOLSON

FOUR

CLERK

FILE

66-31994-467

FILED IN

HN:CSH

May 13, 1938

MEMORANDUM FOR THE DIRECTOR

Don
8
7/2
This morning the Executives Conference, consisting of Messrs. Tolson, Clegg, Glavin, Dawsey and Nathan, considered the suggestion of Mr. Hince, contained in his memorandum of April 28, 1938, together with the suggestions of Mr. Schilder, in his memoranda of March 9 and May 10, 1938, to the effect that the personal identification index cards be segregated and kept separate and apart from the criminal index cards.

The Conference decided that a committee consisting of Messrs. Clegg, Tamm and Nathan, representing the Executives Conference, should confer with Messrs. Hince, Coffey, Schilder and Egan relative thereto, and that a final decision should be reached not later than June 1st.

Respectfully,
For the Conference,

Clyde Tolson, Chairman.

W. R. Glavin, Secretary.

RECORDED
&
INDEXED.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 2/6/90 BY SP5C/LMS

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FEDERAL BUREAU OF INVESTIGATION	
AUG 3 1938 A.M.	
DEPARTMENT OF JUSTICE	
NATHAN	TOLSON
CLEGG	FOUR
IDENT. UNIT	MAILED

Egan

1631-5104 X

HMC:BG

May 19, 1938.

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered the inquiry of Mr. Ladd as to whether the developing and printing of photographic work performed during training periods at the Chicago office should be handled in the Chicago office or forwarded to Washington.

It was the opinion of the Identification Division, which was concurred in unanimously by the Executive Conference, that these photographs of latent fingerprints taken during practice or training periods should be forwarded to the Bureau for criticism and examination, in order that the Bureau practices and instructions may be standardized. If this is approved, a letter is being addressed to the Chicago office accordingly.

Those present were Messrs. Tolson, Glavin, Nathan, Tamm and Clegg.

Respectfully,

FOR THE CONFERENCE,

Glyde Tolson,
Chairman.

W. E. Glavin,
Secretary.

cc-Mr. Glavin

RECORDED
&
INDEXED

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/6/90 BY SP5C/LDM/S

66-2554-1256

FEDERAL BUREAU OF INVESTIGATION	
MAY 25 1938 A. M.	
DEPARTMENT OF JUSTICE	
TOLSON	FILE

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66-2554-1227

CHANGED TO

1-3041-X119
1-3041-X120

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/6/90 BY SP5C11DMS

EAT:RP

May 26, 1938.

MEMORANDUM FOR THE DIRECTOR

The Executive Conference has considered the question of the continuation of the Modus Operandi file in Bank Robbery cases. Although this file was inaugurated shortly after the approval of the Federal Bank Robbery Statute in May 1934, there has not been to date a single instance in which this file has been responsible for the identification of any bank robbers. The only benefit which has accrued to the Bureau is as a result of the publicity value of the Modus Operandi file. It is not felt that the value accruing from the maintenance of this file justifies its continuation and, accordingly, the Conference unanimously recommends the abolition of the Modus Operandi file in Bank Robbery cases.

Those in attendance at this session of the Conference were Messrs. Tolson, Nathan, Clegg, Glavin and Tamm.

Respectfully,
For the Conference,

Clyde Tolson, Chairman.

H. B. Glavin, Secretary.

RECORDED

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 393,013
DATE 7/6/90 BY SP5C/10ms

66-2554-1257X
FEDERAL BUREAU OF INVESTIGATION

MAY 30 1938
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MAY 30 1938
MAY 30 1938
MAY 30 1938

HHG:VG

April 27, 1938.

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, with Messrs. Tolson, Nathan, Crowl, Tamm and Clegg present, considered the copy of the "Report of a 30-hour Course on Training Instructors for the Police Service", prepared by Professor Cushman of the Office of Education, who has been specifically assigned to cooperate with the Bureau in its teacher-training program. The report is rather comprehensive on the objective treatment of teacher-training. It includes a brief synopsis of the results of each day's work while Mr. Cushman was conducting his courses in the Bureau and Professor Cushman explained to the members of the Seventh Session of the FBI NPA that copies of this report would be furnished to them within approximately sixty days in order that they might make use of this information as an aid to their training program. Professor Cushman likewise desires 150 copies of this report for his use and recommended that copies be furnished to previous graduates of the Academy.

The Executive Conference considered these suggestions and recommended that in view of the comparatively small expense for mimeographing this material rather than multigraphing, it would be advisable for the Bureau to issue this booklet rather than have it issued by the Office of Education of the Department of the Interior. The Executive Conference therefore recommended that sufficient copies be printed and distributed to all graduates of the Academy and the requested number be furnished Mr. Cushman.

If the above is approved, there is attached a proposed form letter for transmitting a copy of this booklet to the graduates.

Respectfully,
FOR THE CONFERENCE,

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/6/90 BY SP5C/L/OMS

RECORDED

cc: Mr. Glavin.

Glyde Tolson,
Chairman.

W. R. Glavin,
Secretary.

66-2554-1258

MAY 28 1938

U. S. DEPT. OF JUSTICE

TOLESON

FOUR

FILE

COPY

June 4, 1938.

WRG:MTS

66-2534-1258X

RECORDED

Mr. W. H. Drane Lester
Federal Bureau of Investigation
United States Department of Justice
1448 Standard Building,
Cleveland, Ohio.

Dear Mr. Lester:

Reference is made to your communication of April 25, 1938, concerning the reexamination of Special Agent and Special Agent (A) applicants who have been unfavorably reported on at the time of the first examination. It is noted that you are of the opinion that in the majority of instances reexaminations are a useless expense and a waste of time to the Bureau, inasmuch as very little eligible material is secured through such reexaminations.

Your suggestion has been carefully considered and it is believed that the Bureau's present policy of reexaminations should be continued. There have been instances in the past where on the first interview an unfavorable recommendation was made, but after the lapse of the necessary period of time the applicant had matured and broadened to such an extent that the second interviewing official recommended favorably on him. It is not believed that there is any great loss of time in affording these reexaminations, inasmuch as there are always other applicants to be interviewed at the same time and no special travel is made by any Inspector in the field to cover interviews to persons being reexamined only.

I do want to express to you my appreciation for your interest in making this suggestion.

Sincerely yours,

66-2534-1258X
ORIGINAL FILED IN 66-2534-1258X

COPY

FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE
Washington, D. C.

WRG:Atw

May 14, 1938.

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered a suggestion submitted by Inspector W. H. Drane Lester concerning reexaminations to certain applicants. Mr. Lester pointed out that he believes it is a waste of time to reexamine Special Agent or Special Agent (A) applicants when the Bureau officials who first interview those applicants is of the opinion that they could never be favorably considered. He also suggests that a definite recommendation be made by the Bureau official at the time the interview is held as to whether the official believes applicant should be afforded an additional examination at a later date.

The Conference was advised that in some instances, applicants who have been reported on unfavorably in the first instance have been favorably reported on when a reexamination was given. It was further pointed out that there is no additional expense or waste of time insofar as the Bureau official is concerned in making these reexaminations inasmuch as other applicants are called for such examinations at the same time.

The Conference unanimously recommends that the policy of reexamination continue to function in the future as it has in the past. If you are in agreement, an appropriate communication will be addressed to Mr. Lester concerning this matter.

Those present were Messrs. Nathan, Tolson, Clegg and Glavin.

Respectfully submitted,
FOR THE CONFERENCE,

(s)

CLYDE TOLSON
Clyde Tolson, Chairman

(s)

W. R. GLAVIN
W. R. Glavin, Secretary.

Note:

OK

JEH

RECORDED

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 333013
DATE 7/16/96 BY SP5C/LMS

66-2554-125X

FEDERAL BUREAU OF INVESTIGATION	
JUN 9 1938 A.M.	
U. S. DEPARTMENT OF JUSTICE	
NOTE	FILE

ORIGINAL FILED IN 66-2554-125X

COPY

FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE.
P. O. Box #1881
Seattle, Washington.

April 25, 1938.

PERSONAL ATTENTION

Mr. J. Edgar Hoover, Director
Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.

Re: WASTE OF TIME AND MONEY IN
GIVING RE-EXAMINATIONS TO
CERTAIN APPLICANTS.

Dear Mr. Hoover:

It has been my observation that giving re-examinations to the majority of those applicants for the position of Special Agent or Special Agent (A) who have previously failed such examinations and tests has entailed useless expense and waste of time to the Bureau.

To the best of my recollection, not a single individual afforded such an examination has done any better on the re-examination, and subsequent interview than on his former examination and interview, although I am careful not to let the fact that he has been unsuccessful in a former application prejudice me against him. In a majority of these cases, in my opinion, these applicants should not have been afforded a re-examination.

Therefore, it is my suggestion that in the future, the examining official giving the examinations and conducting interviews with applicants for the position of Special Agent and Special Agent (A) and laboratory aides, if he does not recommend such applicants for appointment, be required to specifically recommend for or against a re-examination for every such applicant, setting out his reasons therefor, so that the Bureau may not be put to the useless expense of re-interviewing applicants who have not a ghost of a chance of becoming connected with the Bureau.

It is realized that there will be certain exceptions to this particular rule. For the past few months, I have followed this policy and although I have not checked my recommendations arithmetically to determine the fact, it is my belief that the majority of my recommendations have been against a re-examination or further interview with such

RECORDED

66-2554-1258X
JUN 9 1938 A.M.
U. S. DEPARTMENT OF JUSTICE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 333,013
DATE 7/6/90 BY SP5ell/oms

ORIGINAL FILED IN 66-2554-242

Director

Page 2

4-25-38

applicants, since I deem them hopeless, but that in a few cases, especially in the case of rather young applicants somewhat lacking in practical experience, I have recommended a re-examination and further interview for the specific reasons set out by me in those cases.

Sincerely yours,

W. H. DRANE LESTER
Inspector.

WHDL:KB

HN:CSH

May 14, 1938

MEMORANDUM FOR THE DIRECTOR

The Executives Conference, consisting of Messrs. Tolson, Clegg, Tamm, Glavin, and Nathan, considered the situation reported by Mr. Coffey in his memorandum of May 7th, i.e., the request of United States Attorney Pine, Washington, D. C., for a document examination in a case involving the Washington Police. This examination was made, inasmuch as it was submitted by the United States Attorney, and a "no conclusion" report was returned.

It should be noted that the Laboratory has been instructed to perform no work for the Washington Police. The question was considered as to future action to be taken where the United States Attorney submits document work which obviously is for the Washington Police. It was the opinion of the members of the Conference that in cases such as this this work should be refused. It will be necessary, of course, upon the submission of such cases to inform the United States Attorney that the work cannot be done, inasmuch as it is for the Washington Police Department, which occupies the same position in work of this character as the police departments in other sections of the country.

Respectfully,
For the Conference,

Clyde Tolson, Chairman.

W. R. Glavin, Secretary.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 7/6/96 BY SP5CJH/MS

RECORDED

66-2554-1256

FEDERAL BUREAU OF INVESTIGATION

U.S. DEPARTMENT OF JUSTICE
WASHINGTON, D.C.
MAY 15 1938
CLERK

95-1566-2

HHG:EG

May 19, 1938.

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered the suggestions appearing in the letter dated March 4, 1938, from the Salt Lake City office relating to the quarterly conference of Special Agents. The following suggestions were considered by the Conference, Messrs. Tolson, Glavin, Nathan, Tamm and Clegg being present:

(1) Special Agent R. J. Abbaticchio, Jr. suggested that copies of the brief prepared by William F. Smith, Assistant United States Attorney in New Jersey, concerning the White Slave Traffic Act be furnished to the offices of all United States Attorneys who may not be fully conversant with the law and decisions appearing in this brief. The Conference recommended unfavorably with reference to this suggestion as it is not a function of the Bureau to forward decisions and opinions on points of law to offices of United States Attorneys.

(2) Special Agent H. B. Hoover suggested that during practice interviews in New Agents' Training Schools, actual experience in taking statements be given to the Newly Appointed Special Agents. The Conference desires to point out that a course of instruction in taking signed statements and preparing them is now included in the courses of training for Newly Appointed Special Agents and, therefore, the suggested action has already been taken.

In the event the above are approved, a letter is being addressed to the Salt Lake City office accordingly.

Respectfully,

FOR THE CONFERENCE,

RECORDED

Clyde Tolson,
Chairman.

M. R. Glavin,
Secretary.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 7/6/96 BY SP5CJ/MS

cc-Mr. Glavin

66-2554-1259

MAY 27 1938 M.

TOLSON
GLAVIN
TAMM
CLEGG
NATHAN

ORIGINAL FILED IN 1-27-21-39

HHC:EG

May 19, 1938.

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered the recommendation of Mr. Engert that a special form be prepared to be submitted with the photographs of latent fingerprints taken by representatives of the National Police Academy and by supervisors and officials at the Seat of Government. This form differs slightly from the form used in the field but apparently is more convenient for use by Seat of Government employees.

The Executive Conference approved this form, the use of which is to be restricted to Seat of Government employees and students attending the FBI National Police Academy.

Those present were Messrs. Tolson, Glavin, Nathan, Tamm and Glegg.

Respectfully,
FOR THE CONFERENCE,

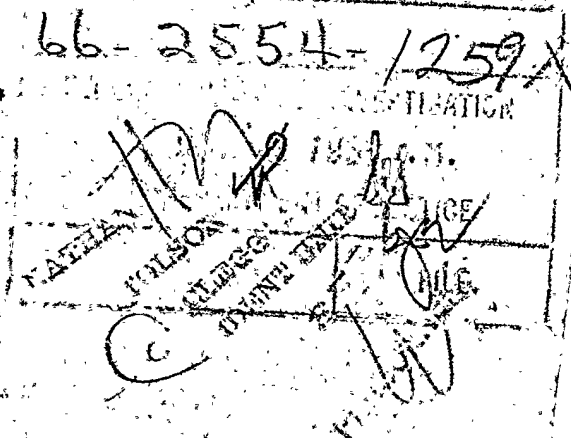
Clyde Tolson,
Chairman.

RECORDED

H. R. Glavin,
Secretary.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/6/90 BY SP5C/10ms

cc-Mr. Glavin



ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 7/6/90 BY SP5CJ/DM/S

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66-2554-1260
and 1261

CHANGED TO

1-3097-X12 X124

EAT:MC

May 27, 1938

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered the attached Bureau Bulletin entitled Cancellation of Wanted Notices and was unanimously in favor of the submission of this bulletin to the field.

Those in attendance were Messrs. Tolson, Nathan, Clegg, Glavin and Tamm.

Respectfully,
For the Conference,

Clyde Tolson,
Chairman.

W. R. Glavin,
Secretary.

Enclosure

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 7/6/90 BY SP5CJ/KMS

RECORDED
&
INDEXED

66-2354-1262

FEDERAL BUREAU OF INVESTIGATION

JUN 3 1938 P.M.

U.S. DEPT. OF JUSTICE

TOLSON
GLAVIN
TAMM
FUG. SUP. FILE

EAT:MC

May 27, 1938

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered the attached Bureau Bulletin entitled War Risk Insurance Law and was unanimously in favor of the submission of this bulletin to the field.

Those in attendance were Messrs. Tolson, Nathan, Clegg, Glavin and Tamm.

Respectfully,
For the Conference,

Clyde Tolson,
Chairman.

W. R. Glavin,
Secretary.

Enclosure

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/6/90 BY SP5C/pms

RECORDED

66-2554-1263

JUN 8 1938

U.S. DEPT. OF JUSTICE

TOLSON

W. R. GLAVIN

FILE

ORIGINAL FILED IN 82-1-896

EAT:LC

May 27, 1938

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered the attached Bureau Bulletin entitled Jurisdiction in Post Office Buildings and was unanimously in favor of the submission of this bulletin to the field.

Those in attendance were Messrs. Tolson, Nathan, Clegg, Glavin and Tamm.

Respectfully,
For the Conference,

Clyde Tolson,
Chairman.

W. R. Glavin,
Secretary.

Enclosure

RECORDED

66-2554-1264

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 7/6/90 BY SP5/llms

66-2554-1264

SEARCHED INDEXED
SERIALIZED FILED
JUN 1 1938
FBI - BOSTON

ORIGINAL FILED IN 66-2554-1264

COPY

FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE
Washington, D. C.

HHC:WKB:MT

May 27, 1938.

MEMORANDUM FOR THE DIRECTOR

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The Executive Conference, Messrs. Tolson, Glavin, Nathan, Tamm and Clegg being present, recommended the adoption of the attached program for Retraining Schools to begin following the completion of the current cycle of Retraining Schools. This program does not necessarily indicate the sequence in which the subjects will be given but it does indicate the nature of the subject matter for instruction and the amount of time allocated for each subject.

It is observed that for the Retraining Schools for Accountants, which has already been approved, it is recommended that twenty-five additional hours time be devoted to those schools attended exclusively by Accountants. It is estimated that the regular Retraining schools will last from Monday morning until Friday afternoon of the second week. When the Accounting Retraining Schools are in session it will be necessary for the Accountants to remain over in Washington Saturday, Sunday and Monday, in order to complete this course of training designed especially for the Accountants.

It was recommended that the Retraining schools operate daily from 9:00 A.M. to 9:00 P.M. with one hour in the interim for luncheon, one hour for physical training of a practical type in the gymnasium and one hour for dinner. On Sundays, it was recommended that the Retraining schools be in session from 1:00 p. M. until 6:00 P.M.

In the event this program is approved, the regular weekly schools for Retraining will be made up from this program.

For the Accounting schools there is attached hereto a suggested form letter instructing Accountants to report for Retraining.

Respectfully,
For the Conference.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 303,013
DATE 7/6/90 BY SP5C/MMS

Note:

O.K.

J.E.H.

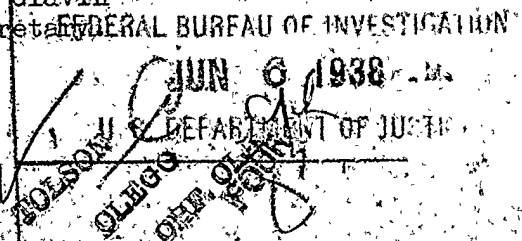
cc-Mr. Glavin

(s) Clyde Tolson
Chairman

(s) W. R. Glavin
Secretary

RECORDED

INDEXED



ORIGINAL FILED IN 171

EAT:MC

May 27, 1938

MEMORANDUM FOR THE DIRECTOR

The ~~Executive Conference~~ considered the attached Bureau Bulletin entitled Investigations Involving Reconstruction Finance Corporation Act, Commodity Credit Corporation Act and Farm Credit Act of 1933 and was unanimously in favor of the submission of this bulletin to the field.

Those in attendance were Messrs. Tolson, Nathan, Clegg, Glavin and Tamm.

Respectfully,
For the Conference,

Clyde Tolson,
Chairman.

W. R. Glavin,
Secretary.

Enclosure

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 303,013
DATE 7/6/90 BY SP5C110MS

RECORDED

66-2554-1266

FEDERAL BUREAU OF INVESTIGATION

JUN 8 1938

U.S. DEPARTMENT OF JUSTICE

INDEXED

FILE

ORIGINAL FILED IN 62-36399-359

May 14, 1938

MEMORANDUM FOR THE DIRECTOR

The attached bulletin has been approved by the Executive Conference on the subject of firearms training. It is recommended that it be sent out as a separate bulletin due to the fact that it will be needed for reference purposes very frequently.

Special Agent P. X. Wyly after reviewing this bulletin recommended that a certain score be required for qualifying over the hip shooting course but it was pointed out to him that the quickness of the draw should be given as much consideration as the accuracy of the fire and, therefore, the score would not be a proper criterion. He agreed and has withdrawn this suggestion.

If approved, this bulletin will be printed and distributed as a future firearms training course.

The Executive Conference members present were: Messrs. Tolson, Glavin, Nathan, Tamm and Clegg.

Respectfully,
FOR THE CONFERENCE,

Clyde Tolson,
Chairman.

RECORDED

&

INDEXED

W. R. Glavin,
Secretary.

cc Mr. Glavin

Enclosure.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 2/6/90 BY SP5C110MS

66-2554-1267

FEDERAL BUREAU OF INVESTIGATION

JUN 8 1938 A.M.

U.S. DEPARTMENT OF JUSTICE

TOLSON GLAVIN NATHAN TAMM CLEGG

FILE

91-621-169

Handwritten:
Executive Conference
Firearms Training Bulletin
General

Handwritten signature:
W. R. Glavin

EAT:RP

June 6, 1938.

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered a suggestion submitted in a letter dated April 23, 1938, by Mr. G. J. Engert of the Single Fingerprint Section that a number of the leads investigated in the Washington Field Office are of such a nature that a clerical employee could handle them, and suggesting that two or three clerks be assigned to the Washington Field Office to conduct interviews at other Governmental agencies, check records and perform other work of a semi-clerical nature.

The Executive Conference was unanimously opposed to the adoption of this suggestion, believing that all undeveloped leads should be handled by Special Agents properly trained, since much of the material obtained from leads which even appear on their face to be of such a nature that they might be handled by clerical employees, require a proper sense of evaluation. The Conference feels that a Special Agent can evaluate records and documents and even obtain more through purely routine interviews than it would be reasonable to expect a clerk to accomplish. It is pointed out that on many occasions it is impossible to estimate the value of a lead until someone has run it out and it is believed that material value might be completely missed if clerical employees handled any type of lead. For this reason it is believed that Special Agents of the Washington Field Office should handle all leads received at that office, due consideration being given, of course, by the Special Agent in Charge to an evaluation of the personnel available in his office in connection with the assigning of leads.

A letter is attached hereto thanking Mr. Engert for his suggestion and advising him of the Bureau's reaction thereto.

Those in attendance at this session of the Conference were Messrs. Tolson, Nathan, Clegg, Glavin and Tamm.

Respectfully,
For the Conference,

RECORDED

Clyde Tolson, Chairman, BOARD OF INVESTIGATION

W. R. Glavin, Secretary, DEPT. OF JUSTICE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,913
DATE 7/6/90 BY SP5C/MOM

66-1934-5676
ORIGINAL FILED IN

66-2554-1268
JUN 8 1938
TOLSON
GLAVIN
NATHAN
CLEGG
TAMM
FOUR

WRG:atw

June 9, 1938

MEMORANDUM FOR THE DIRECTOR

Mr. Glavin showed to the Conference, consisting of Messrs. Nathan, Tamm and Glavin certain Faurot Safety Seals put out by the Faurot Fingerprint System.

The Conference was advised that Colonel Cook, local representative for the Faurot Company had left these seals, stating that they were being used by many persons at the present time to seal envelopes and fingerprint impressions could then be placed on the seal eliminating any possibility of the envelope being opened by unauthorized persons. The Conference was further advised that Colonel Cook stated that the seal could not be steamed off without destroying it.

The Conference unanimously opposed the securing of any such seals for the Bureau.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson, CHAIRMAN

W. R. Glavin, SECRETARY

RECORDED

66-2554-1269

FEDERAL BUREAU OF INVESTIGATION

JUN 10 1938

U.S. DEPT. OF JUSTICE

TOLESON

FOUR

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FILE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/6/90 BY SP5CJ/MS

ORIGINAL FILED IN 62-28578-114

M

o Experimentation Conf

WRG:atw

June 9, 1938

MEMORANDUM FOR THE DIRECTOR

The Conference considered certain suggestions made by former Acting SAC Zimmer. He suggests that with reference to the submission of efficiency ratings, the Bureau give consideration to instructing that when an employee, particularly clerical employees, is receiving a second, third, or additional semi-annual rating from the same Special Agent in Charge, that it be necessary under "Remarks" only to mention briefly whether such employee improved or lost efficiency and in what respects.

The Conference, consisting of Messrs. Nathan, Tamm and Glavin, is of the opinion that no such instructions should be issued to the field; that efficiency ratings on clerical employees are not as a general thing long, involved ratings and for this reason, the policy presently followed by the Bureau should be continued.

He also suggests that consideration be given to adding another rating of "Satisfactory" to efficiency report forms to be placed between the ratings of "Unsatisfactory" and "Fair". He states that at the present time the definition of an unsatisfactory rating seems to include three standards which are at variance; that is, it appears that "Duty not performed as well as it should be" is a different qualification from "Not satisfactory" or "Decidedly below standard," and that an employee could perform his duties not as well as should be expected, and yet not be "Not satisfactory."

The Conference cannot agree with Mr. Zimmer in this suggestion, it being the unanimous opinion that if an employee is not performing his duties as he should be expected, most assuredly he could be rated as unsatisfactory.

There is attached hereto a communication addressed to Mr. Zimmer in this regard.

Respectfully submitted,
FOR THE CONFERENCE

RECORDED

Clyde Tolson, CHAIRMAN

W. R. Glavin, SECRETARY

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/6/90 BY SP5C/ADMS

ORIGINAL FILED IN 66-3739-29

66-2554-1270

JUN 14 1938

U. S. DEPARTMENT OF JUSTICE

DIRECTOR

CLERK

FOUR

ONE

HN:CSH

June 6, 1938

MEMORANDUM FOR THE DIRECTOR

This morning the Executives Conference, consisting of Messrs. Tamm, Glavin and Nathan, considered the suggestion of Mr. Appel that attention be invited to the fact that the handwriting appearing on identification orders is not normal size and some form of graph be included on the identification order to indicate the amount of reduction or enlargement.

The Conference was unanimously of the opinion that this would not be desirable or necessary, inasmuch as the handwriting on these identification orders has never been used for the purpose of effecting a handwriting identification. The Conference further felt that attempts to effect identifications of this kind should not be made in the field or in the Laboratory.

Respectfully,
For the Conference,

Glyde Tolson, Chairman.

W. R. Glavin, Secretary.

RECORDED

66-2554-1271
FEDERAL BUREAU OF INVESTIGATION
JUN 27 1938
TAMM
GLAVIN
NATHAN
APPEL
PERS. FILE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/6/90 BY SP5C10M5

ORIGINAL FILED IN 66-2554-1271-365

WRG:atw

June 9, 1938

MEMORANDUM FOR THE DIRECTOR

The Conference considered a suggestion submitted by Mr. Tracy on May 24, 1938, that additional clerical schools be held on August 29, November 28, 1938 and February 27, 1939, for the benefit of stenographers and clerical employees doing stenographic work at the Seat of Government who have not had the opportunity of attending any of the seven schools which were held each Monday for a period of three days beginning April 11, 1938.

The Conference recommends approval of this suggestion.

Mr. Tracy further suggests that consideration be given to the holding of review schools once a year, he believing that the tours and review of the work and functions of the Bureau and open forum discussion of the stenographic manual will result in renewed interest and enthusiasm, insuring to the benefit of the Bureau.

The Conference recommends against the adoption of this suggestion, it being believed that review schools for employees who have already attended one of the schools are not necessary inasmuch as the incumbents involved will during the regular performance of their duties be kept up to date on the various administrative procedures.

Those present were Messrs. Nathan, Tamm and Glavin.

Respectfully submitted,
FOR THE CONFERENCE

Glyde Tolson,
CHAIRMAN

RECORDED

W. R. Glavin,
SECRETARY

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/6/90 BY SP5CJ/DMs

66-2554-1272
FEDERAL BUREAU OF INVESTIGATION
JUN 21 1938 P. M.
U. S. DEPARTMENT OF JUSTICE
TOLSON
EATON
Clegg
Glavin
Ladd
Nichols
Rosen
Tracy
Harbo
Mohr
Tele. Rm.
Director's Sec'y

1-31-37

ORIGINAL FILED IN

D

WRG:atw

June 9, 1938

MEMORANDUM FOR THE DIRECTOR

76
The Executive Conference considered a memorandum submitted by Mr. Harbo relative to a request made by Captain R. A. Snook, Supervisor, Bureau of Identification of the New Jersey State Police.

Captain Snook in his communication of May 31, 1938, advises that the State Bureau of Identification is planning to collect statistics on the volume and nature of crime in New Jersey and inasmuch as the Bureau has already established the importance of the collection of crime statistics, he wanted to know whether we would approve the local police departments throughout the State of New Jersey submitting their reports to the State Bureau which would in turn forward them to the Bureau after the necessary information had been secured from those reports.

Mr. Harbo reports that should the Bureau of Identification of New Jersey proceed with the collection of State crime statistics, it would be highly desirable from the viewpoint of the national crime reporting project that they use the uniform crime report forms employed by the FBI. Mr. Harbo believes that it would not be desirable that we enter into any arrangements whereby local agencies send reports to a State Bureau for subsequent transmittal of summary data, or of the individual reports, at least until the statistical work of the State Bureau has attained a minimum degree of satisfactory operation. Mr. Harbo points out that at the present time we furnish uniform crime reporting forms to the State Bureaus at Michigan, Minnesota, Louisiana, and Texas; that in each of these states the FBI continues to send report forms directly to local agencies with the request that they be returned directly to Washington.

The Conference, consisting of Messrs. Nathan, Tamm and Glavin, is of the opinion that the Bureau should not approve the arrangements suggested by Captain Snook of the State Bureau of Identification of New Jersey inasmuch as it would delay reports and would make it necessary for the Bureau to clear through a State Bureau for its information.

If approved by you, Captain Snook will be advised that it is deemed essential that various reporting agencies submit their reports direct to Washington, that he may desire to arrange with the various contributing agencies that reports also be submitted to his Bureau at the time reports are submitted to the FBI.

RECORDED

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson, CHAIRMAN

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 303613
DATE 7/16/90 BY SP5clpm/s

66-2534-1273

EXP. PROC. DIV. JUN 22 1938

NATHAN, R. Glavin, SECRET
PLEGG, FOUR
SPAT

ORIGINAL FILED IN 33-1-15987

HHC:RLC

May 31, 1938.

MEMORANDUM FOR THE DIRECTOR

agf
Messrs. Nathan, Tamm, Glavin and Clegg have personally reviewed the work sheet of subjects to be included in courses of training for newly appointed Special Agents.

This work sheet does not indicate the sequence in which the subjects are to be given, but merely provides the list of the subjects so that the programs week by week can be made up from the subjects listed. All those who have reviewed this work sheet have approved it and have offered no amendments concerning it. Its approval, therefore, is recommended.

Respectfully,
For the Conference,

Clyde Tolson,
Chairman.

W. R. Glavin,
Secretary.

Enclosure.

CC: Mr. Glavin.

RECORDED

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/6/90 BY SP5C110MS

66-2554-1274

JUN 28 1938 P.M.

TOLSON
FOUR
CLERK
DEPT. OF JUSTICE

ORIGINAL FILED IN 1-6-86

WRG:atw

June 9, 1938

MEMORANDUM FOR THE DIRECTOR

The Conference considered a suggestion submitted by Special Agent I. E. Nitschke that the Bureau offer a trophy known as the Federal Bureau of Investigation Trophy to the winner of either the pistol or rifle matches, or both held by the U. S. Marine Corps annually at Quantico, Virginia.

Mr. Nitschke points out that the U. S. Marine Corps annually conducts pistol and rifle matches within that organization for the divisional team championships with pistol and rifle, as well as individual championships. The matches are held annually at Quantico, Virginia. Teams from every Marine Post in the United States are in attendance. The competitors fire for various trophies which have been presented to the Marine Corps by organizations and individuals in various walks of life and which are awarded annually to the highest ranking individual in both pistol and rifle meets and to the winner of the Marine Corps matches.

Mr. Nitschke further points out that any trophy offered by the Bureau could be of the "floating" type, to be won annually by the highest ranking competitor designated by the Bureau. He points out that some expression of this kind indicating the appreciation of the Bureau for the facilities extended would be well worth the expenditure involved.

The Conference is of the opinion that no such trophy should be offered until this Bureau is in a position to enter a team to compete in such matches. If you are in agreement, Mr. Nitschke will be so advised.

Those in attendance were Messrs. Nathan, Tamm and Glavin.

Respectfully submitted, **RECORDED**
FOR THE CONFERENCE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/6/90 BY SP5 CJS/mjs

Clyde Tolson, CHAIRMAN

W. R. Glavin, SECRETARY

66-2554-1275

FEDERAL BUREAU OF INVESTIGATION

JUN 24 1938 P.M.

U. S. DEPARTMENT OF JUSTICE

TOLSON
GLAVIN
NATHAN
TAMM
MURPHY
FILE

ORIGINAL FILED IN 62-38641-8

HHC:RLC

June 2, 1938.

MEMORANDUM FOR THE DIRECTOR

Messrs. Tolson, Nathan, Tamm, Glavin and Clegg have reviewed the attached proposed bulletin concerning scientific training courses for the ensuing year.

It has been approved by all these representatives of the Executive Conference and if approved by you, it is recommended it be printed and forwarded to the field.

Respectfully,
For the Conference,

Clyde Tolson,
Chairman.

W. R. Glavin,
Secretary.

Enclosure.

CC: Mr. Glavin.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 303,013
DATE 7/6/96 BY SP5CUD/mj

RECORDED

66-2554-1271

FEDERAL BUREAU OF INVESTIGATION	
JUN 28 1938 A. M.	
U. S. DEPARTMENT OF JUSTICE	
TOLSON	FILE
CLEGG	
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NOT USED

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/6/96 BY SP5C110MS

66-2554-1277

CHANGED TO

1-3094-X10

m

EAT:JHR

June 15, 1938.

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered the attached suggested Bureau Bulletin entitled, "EXTORTION - Nature of Demand Necessary" and was unanimously in favor of the submission of this Bulletin to the Field.

Those in attendance at this session of the Conference were Messrs. Nathan, Clegg, Glavin and Tamm.

Respectfully,
For the Conference

Clyde Tolson, Chairman.

W. R. Glavin, Secretary.

RECORDED
&
INDEXED

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 303,013
DATE 7/6/90 BY SP5C10MS

66-2554-1278

SEARCHED	INDEXED
SERIALIZED	FILED
JUN 28 1938	
FEDERAL BUREAU OF INVESTIGATION	
U. S. DEPARTMENT OF JUSTICE	
TOLSON	
E. A. TAMM	
W. R. GLAVIN	
C. L. CLEGG	
J. NATHAN	
ONE	

ORIGINAL FILED IN 9-0-271

WRG:atw

June 9, 1938

MEMORANDUM FOR THE DIRECTOR

Inspector Egan submitted a suggestion that with reference to interviewing applicants in the field, the Agents in Charge of each office be authorized to interview and examine all applicants in their district and that all applicants who are reported on favorably by the Agent in Charge be then referred to the Inspector. Mr. Egan believes that in this way, it will save time and money and prevent the recommendation of men who it later develops are not qualified for the position of Special Agent.

The Conference consisting of Messrs. Nathan, Tamm and Glavin recommends that this suggestion be disapproved. The Conference was of the opinion that should the SAC be authorized to interview applicants for Special Agent positions to weed out those whom he believed not qualified, the Bureau might miss some applicants who in the Inspector's opinion would be fully qualified for further consideration for the position in question.

If approved by you an appropriate communication will be addressed to Mr. Egan concerning this matter.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson, CHAIRMAN

W. R. Glavin, SECRETARY

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 333,613
DATE 7/6/90 BY SP-6/10MS

RECORDED
&
INDEXED

66-2554-1279

FEDERAL BUREAU OF INVESTIGATION

JUN 27 1938

U.S. DEPARTMENT OF JUSTICE

TOLESON FOUR DEF. OLD FILE

WRG:atw

June 22, 1938

MEMORANDUM FOR THE DIRECTOR

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4
The Executive Conference considered a memorandum submitted by Mr. Harbo under date of May 26, 1938, wherein he advises that the bulletin "Uniform Crime Reports" for the second quarter of 1937 contained figures showing the number of police employees for all individual police departments in cities of 2,500 or more.

Mr. Harbo recommends that in the issue of the bulletin for the second quarter of 1938, the figures showing the number of police employees in individual communities be limited to police departments in cities with 25,000 inhabitants or more. He pointed out that the smaller cities take up more space for listing and as there are few changes from year to year in the number of police employees, it will be unnecessary to present figures for individual communities with less than 25,000 inhabitants each year.

The Conference was of the opinion that the figures for those cities of 2,500 or more should be included in the bulletin for the second quarter of 1938, it being pointed out that this is one of the selling points for crime statistics and the law enforcement officers in the towns of less than 25,000 population will, undoubtedly, be interested in a comparison of the personnel in their communities as compared with like communities.

It is the recommendation of the Conference that Mr. Harbo be instructed to have prepared compilations showing the number of police employees in all communities or cities of 2,500 or more.

If approved by you, the attached memorandum should go forward to Mr. Harbo. Those present were Messrs. Tolson, Nathan, Foxworth and Glavin.

Respectfully submitted,
FOR THE CONFERENCE

Glyde Tolson, Chairman

RECORDED
&
INDEXED

W. R. Glavin, Secretary

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323013
DATE 7/6/90 BY SP5CJL/MS

66-2554-1280

JUN 30 1938 A.M.

U.S. DEPARTMENT OF JUSTICE

TOLSON
ACQU
STAT. SEC.

FILE

EAT:JHR

June 15, 1938.

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered the attached suggested Bureau Bulletin entitled, "FRAUD AGAINST THE GOVERNMENT; THEFT, EMBEZZLEMENT OR ILLEGAL POSSESSION OF GOVERNMENT PROPERTY" and was unanimously in favor of the submission of this Bulletin to the Field.

Those in attendance at this session of the Conference were Messrs. Nathan, Clegg, Glavin and Tamm.

Respectfully,
For the Conference

Clyde Tolson, Chairman.

W. R. Glavin, Secretary.

RECORDED
&
INDEXED.

66-2554-1281

JUN 30 1938

U.S. DEPT. OF JUSTICE

TOLSON
GLAVIN
FOUR
ONE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/6/90 BY SP5cl/mms

ORIGINAL FILED IN

46-0-111

EAL:JHR

June 15, 1938.

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered the attached suggested Bureau Bulletin entitled, "Jurisdiction in Bank Robbery Cases" and was unanimously in favor of the submission of this Bulletin to the Field.

Those in attendance at this session of the Conference were Messrs. Nathan, Clegg, Glavin and Tamm.

Respectfully,
For the Conference

Clyde Tolson, Chairman.

W. R. Glavin, Secretary.

RECORDED

66-2554-1282

TOLSON

BAIRD

FOUR

ONE

DEPT. OF JUSTICE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 333013
DATE 7/6/90 BY SP5C/110MS

ORIGINAL FILED IN 91-2-3143

HHC:ELC

June 16, 1938.

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered the memorandum of Mr. Glavin pointing out that Special Agent Winstead filed his Identification Orders by fingerprint identification instead of by numerical sequence as required in the Manual.

Since Special Agent Winstead is able to classify and file these fingerprints properly, the Executive Conference felt there should be no objection to this practice and Mr. Glavin was advised accordingly.

Those present were Nevers, Tamm, Glavin, Nathan and Clegg.

Respectfully,
For the Conference,

Glyde Tolson,
Chairman.

H. R. Glavin,
Secretary.

CC: Mr. Glavin.

RECORDED

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/6/90 BY SP5CJL/DMS

66-2554-1282X

FILE	SECTION
MAJ	12-13-38
DEPT. OF JUSTICE	
CLERK	FILE

ORIGINAL FILED IN

66-2554-366

HHC:VG

June 28, 1938.

MEMORANDUM FOR THE DIRECTOR

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/6/90 BY SP5C/10ms

The Executive Conference, with Messrs. Tolson, Nathan, Tamm, Foxworth and Clegg present, considered the question of the use of counsellors in training schools and the necessity for continuing the use of counsellors in these schools.

Among the various observations made were the following:

1. Three counsellors in the FBI National Police Academy serve the purpose of really developing a friendly and cordial feeling towards the Bureau and showing to the policemen present the character of the men in the Bureau, and serve a further purpose of aiding the policemen in adjusting themselves to a new and entirely different routine to any which they have been accustomed.
2. The counsellors in the Academy are helpful in looking after the conduct of the policemen after office hours and in aiding them materially in the preparation of notebooks since most of the policemen have a great deal of difficulty with notebooks as the majority of them have never had to make notes before in their lives.
3. The counsellors in the New Agents' School aid in eliminating the unfit more readily than if they were not there. They keep the Training Division informed of those, who due to misconduct or improper attitude reflected outside of class, are unsuited for work in the Bureau. They set the pace for and set an example for the new Agents, instill into them loyalty and enthusiasm by example and aid them in reviewing and supervising study at night.

RECORDED

It was agreed unanimously that in view of the current investigation problems in the field of investigation, it would be agreeable for the time being to assign for the next New Agents' School but one counsellor and for the next session of the Academy but two counsellors instead of two and three respectively as heretofore.

Respectfully,
FOR THE CONFERENCE.

Glyde Tolson, Chairman.

cc: Mr. Glavin

W. R. Glavin, Secretary.

ORIGINAL FILED IN 1-4-2050

66-2554-1283
TOLSON
CLARK
DAWSON
FURN
JUL 1 1938
U.S. DEPT. OF JUSTICE

WRG:atw

June 22, 1938

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered a suggestion submitted by Mr. Harbo concerning a communication received from Mr. William P. Rutledge, Chief of Police, Wyandotte, Michigan, in which he suggests that it would be desirable to publish in the bulletin, "Uniform Crime Reports" the number of murders of peace officers.

Mr. Harbo pointed out that during 1937 the Bureau made a survey of the number of police killed by criminals during the calendar year 1936, the survey being limited to police departments in cities with more than 25,000 inhabitants. However, no publicity was given to those figures.

Mr. Harbo recommends that an inquiry covering the calendar year 1937 be made to show the number of police department employees killed in line of duty by criminals, the tabulation to be limited to police departments in cities over 25,000 in population, and that these figures then be included in either a subsequent copy of "Uniform Crime Reports" or the "FBI Law Enforcement Bulletin".

The Conference recommends approval of Mr. Harbo's suggestion. If you are in agreement, Mr. Harbo will be advised of the Bureau's decision in this matter.

Those present were Messrs. Tolson, Nathan, Foxworth and Glavin.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson, Chairman

W. R. Glavin, Secretary

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323013
DATE 7/6/90 BY SP5C/10MJS

66-2554-1284

RECORDED

INDEXED

U. S. DEPT. OF JUSTICE

FBI

SEARCHED

SERIALIZED

FILED

JUN 23 1938

FBI - WASH.

ORIGINAL FILED IN 32-1-159997

FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE
WASHINGTON, D. C.

WRG:atw

June 22, 1938

MEMORANDUM FOR THE DIRECTOR

The Conference consisting of Messrs. Tolson, Nathan, Foxworth and Glavin considered a memorandum addressed to the Director dated June 1, 1938, submitted by Mr. E. A. Tamm concerning the handling of suggestion letters.

It is pointed out that Mr. Tamm suggested that the suggestion letters be equitably distributed upon receipt to the various members of the Executive Conference. For instance, letters numbered 1 to 25 without regard to subject matter would go to Mr. Tolson; 26 to 50 would go to Mr. Tamm and 51 to 75 would go to Mr. Nathan for attention.

The Conference was of the opinion that instead of facilitating and expediting the action of the Executive Conference upon such suggestion letters as they are received that this procedure would slow down the consideration of these suggestions. It was pointed out that in many instances, suggestion letters will be forwarded to the Assistant in charge of the Investigative Unit that would necessitate consideration of the Assistant in charge of the Identification Division and vice versa.

It is the recommendation of the Conference that the previous procedure in handling suggestion letters be followed at this time, that is the sending to the interested assistant directors all suggestions referring directly to his division.

It is the understanding of the Conference that the Investigative Division undoubtedly secures the bulk of the suggestion letters. It is believed that the burden placed on Mr. E. A. Tamm could be somewhat lightened by having Mr. Foxworth assume half of the suggestions forwarded to that division.

RECORDED
&
INDEXED

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson, Chairman

W. R. Glavin, Secretary

OK- H.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 7/6/90 BY SP5C/ldms

ORIGINAL FILED IN 66-1934-36782

66-1934-1285

JUL 6 1938

TOLSON
EAMER
PERS. FILE

HHC:VG

June 28, 1938

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, with Messrs. Tolson, Nathan, Tamm, Foxworth and Clegg present, considered the suggestion of Special Agent S. J. Drayton of the Investigative Division that the Bureau's manuals list in one place all the various files such as General Appearance, Modus Operandi, Gun Reference, Fingerprint Files, etc., which are maintained at the Seat of Government Offices of the Bureau.

The Conference unanimously opposed this suggestion, pointing out that the Modus Operandi Files are being discontinued and that suitable reference is made in various places in the manuals to the other files maintained in Washington, which would make a separate paragraph recapitulating these statements unnecessary.

Respectfully,
FOR THE CONFERENCE.

Clyde Tolson,
Chairman.

W. R. Glavin,
Secretary.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/6/96 BY SP5C1110ms

ORIGINAL FILED IN 66-1934-5483

Mr. Tolson.....
Mr. Nathan.....
Mr. Tamm.....
Mr. Clegg.....
Mr. Coffey.....
Mr. Crowl.....
Mr. Hawsey.....
Mr. Egan.....
Mr. Foxworth.....
Mr. Glavin.....
Mr. Harbo.....
Mr. Lester.....
Mr. McIntire.....
Mr. Nichols.....
Mr. Tracy.....
Miss Gandy.....

cc: Mr. Glavin

RECORDED

66-2554-1286
FEDERAL BUREAU OF INVESTIGATION
JUL 9 1938 A.M.
U.S. DEPARTMENT OF JUSTICE
TOLSON
CLEGG
FOUR
FILE

LAH:VG

June 18, 1938

MEMORANDUM FOR MR. CLEGG

Re: Open Forum Discussion —
Retraining School (Acfts.)
June 6-18, 1938.

During the open forum discussion, Mr. S. J. Drayton suggested that the Bureau's manuals contain in one place a list of all the various Bureau files for the assistance of Agents. He indicated that it would be well to have a list showing the names of various files, such as General Appearance, Modus Operandi, Gun Reference, Fingerprint Files, etc.

Respectfully,

L. A. Hince.

ORIGINAL FILED IN 66-1934-5783

RECORDED

66-2554-1286

FEDERAL BUREAU OF INVESTIGATION
JUL 18 1938 A.M.
U. S. DEPARTMENT OF JUSTICE
CLERK
FILE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 7/6/90 BY SP5C11AMS

copy
HHC:RLC

June 25, 1938

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered the suggestions contained in a quarterly conference report from the Miami Office as follows:

Special Agent Rudolph A. Alt suggested that the Bureau prepare a brief of the Matnap case for the use of the individual Agents throughout the field so that they may be more familiar with salient facts in the case.

Mr. Tamm pointed out that a memorandum containing details of value is pending consideration of the Director and that the action along this line which would appear proper would be decided by the Director based upon the memorandum which has been prepared for this purpose.

Special Agent R. B. Miller suggested that on wanted notices and circulars distributed by the Bureau throughout field offices that descriptions be placed in a noticeable place at the beginning instead of at the end.

A number of circulars were examined and no difficulty was encountered in locating descriptions of the persons wanted and it was believed that each particular circular should be given consideration depending upon the photographs and other data available so that the more prominent features could be given a more prominent position in the preparation of these circulars and that no specific requirement of the type suggested be adopted.

Those present were Messrs. Tamm, Glavin, Nathan and Clegg.

In the event the above recommendations are approved, a letter is being addressed to the Miami Office accordingly.

Respectfully,
For the Conference,

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/6/90 BY SP5 LDM/S

Enclosure
CC: Mr. Glavin

Clyde Tolson
Chairman

W. R. Glavin
Secretary

6-2554-196 X

AUG 2 1938 A. M.

U. S. DEPT. OF JUSTICE

TOLSON TAMM

ONE

FILE

HHG:VG

June 28, 1938

MEMORANDUM FOR THE DIRECTOR

Several of the retrainees who finished retraining school on Friday, June 24, 1938, who were held over for physical examinations the following Monday, requested that the time in the interim be spent by them studying individual laboratory techniques in the Bureau's Laboratory rather than making investigations in the Washington Field Office.

The Executive Conference, with Messrs. Tolson, Nathan, Tamm, Foxworth and Clegg present, was of the opinion that this would cause too great an interference in the operations of the Laboratory and to make exceptions for some of the retrainees while others were investigating in Washington Field would be inadvisable. Therefore, the above suggestion was disapproved unanimously.

Respectfully,

FOR THE EXECUTIVE CONFERENCE

Glyde Tolson
Chairman.

W. R. Glavin
Secretary.

Mr. Tolson
Mr. Nathan
Mr. Tamm
Mr. Clegg
Mr. Coffey
Mr. Crowl
Mr. Duwsey
Mr. Egan
Mr. Foxworth
Mr. Glavin
Mr. Harbo
Mr. Lester
Mr. McIntire
Mr. Nichols
Mr. Tracy
Miss Gandy

cc: Mr. Glavin

RECORDED

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 7/6/96 BY SP5C110ms

66-2554-1287

SEARCHED
SERIALIZED
INDEXED
FILED

JUL 1 1938

TOLSON
LEWIS
FOIA

HHC:VG

June 28, 1938

MEMORANDUM FOR THE DIRECTOR

For the commencement exercises of the current session of the FBI National Police Academy, the Executive Conference, with Messrs. Tolson, Nathan, Tamm, Foxworth and Clegg present, recommended the following for consideration, in the order named, as visiting speakers:

Senator Claude Pepper of Florida

Senator William Gibbs McAdoo of California

Senator Arthur H. Vandenberg of Michigan

Judge Harold H. Stephens, Associate Justice,
United States Court of Appeals
(One of Bureau's visiting lecturers)

Congressman Robert L. Bacon of New York

Respectfully,
FOR THE CONFERENCE

Clyde Tolson,
Chairman.

W. R. Glavin,
Secretary.

cc: Mr. Glavin

RECORDED
&
INDEXED

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 393,613
DATE 7/6/90 BY SP5/10m5

66-2554-1287

FEDERAL BUREAU OF INVESTIGATION
JUL 28 1938 A.M.
U. S. DEPT. OF JUSTICE

TOLSON
CLEGG
FOUR

ORIGINAL FILED IN 1-11

HHC:VG

June 28, 1938

MEMORANDUM FOR THE DIRECTOR

0
The Executive Conference, with Messrs. Tolson, Nathan, Tamm, Foxworth and Clegg present, considered the suggestion emanating from some of the Special Agents in retraining schools and from Seat of Government Special Agents in SAC schools that there be more than one hour provided for dinner periods. In each instance when the suggestion has been made the class has been polled and more of them were in favor of retaining the regular one hour dinner period so that classes would end at 9:00 P. M. instead of lengthening the dinner hour and thereby lengthening the time for the end of classes at night.

It was recommended by the Conference that the regular one hour dinner period be continued.

Respectfully,
FOR THE CONFERENCE.

Clyde Tolson,
Chairman.

W. R. Glavin,
Secretary.

cc: Mr. Glavin

RECORDED

66-2554-1288
FEDERAL BUREAU OF INVESTIGATION
JUL 2 1938
TOLSON
CLEGG
MAY 11 1938
FOLEY

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/6/90 BY SP5C/10MS

ORIGINAL FILED IN 66-

COPY

HHC:VG

June 28, 1938

MEMORANDUM FOR THE DIRECTOR

During a recent inspection of the Boston Office, it was ascertained by Inspector Egan that Special Agent J.R. Ruggles told a U.S. Attorney, an Assistant U.S. Attorney and a local law enforcement officer of his transfer.

When the U.S. Attorney saw the Inspector, he commented concerning transfers of Bureau Agents.

A discussion at an Executive Conference meeting, with Messrs. Tolson, Nathan, Tamm, Foxworth and Clegg present, was to the effect that even though the Agent did not tell the U.S. Attorney or Chief of Police in his resident agency headquarters that he had been transferred, within a very short period this fact would be obvious without telling it. It was believed that the Agent would be following a correct procedure, immediately prior to his departure, to go to the U.S. Attorney, the Chief of Police and those friendly contacts which had been helpful for the purpose of telling them goodbye and expressing appreciation for their help and either introducing the successor to them or in the event his successor had not arrived to request that they cooperate with the successor. Of course, it is recognized that at times transfers may be made under circumstances wherein this would be inadvisable but this is believed to be a rare exception.

It was further believed that when Special Agents in Charge are transferred, it would be proper, after the Bureau has furnished the information in Washington, to the press or has made an official announcement about the change in designation of an SAC, for the transferred SAC to likewise express his appreciation to those who have been helpful, for him to introduce his contacts to his successor and explain the necessity for and the advisability of these transfers. This, too, should be governed by common sense in those rare exceptions which arise when this would be inadvisable.

RECORDED & INDEXED

The above observations were made as an expression of the Executive Conference's opinion as to the matter of policy in this regard.

Respectfully,
FOR THE CONFERENCE

s/ Clyde Tolson, Chairman

s/ W.R. Glavin, Secretary.

O.K. -H.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 393,013
DATE 7/6/96 BY SP5C/DM5

cc: Mr. Glavin

66-2554-1736X
3599-1736X

66-2554-1288X
AUG 3 1938
RECORDED & INDEXED
U.S. DEPT. OF JUSTICE
DIVISION OF INVESTIGATION
H. H. H. H. H.

EAT:LL

July 2, 1938

MEMORANDUM FOR THE DIRECTOR

41- The Executive Conference considered a suggestion submitted by Special Agent in Charge Guy Hottel that the Bureau incorporate in the Manual of Instructions, or in a Bureau bulletin, a chart showing the jurisdiction of the Claims Division of the Department and a comprehensive statement as to the jurisdiction of that Division.

The Conference is of the opinion that there is no more reason for furnishing this information to the field than there is to furnish similar data as to the organization and jurisdiction of each of the various other Divisions of the Department. It is further to be noted that at least ninety per cent of the Court of Claims work performed in the entire Bureau is handled through the Washington Field Office and, consequently, it is not believed that the dissemination of this information to the entire field service would be of sufficient value to justify its distribution among all the field offices.

Those in attendance at this session of the Executive Conference were Messrs. Tolson, Nathan, Clegg and Tamm.

A letter is attached hereto to Mr. Hottel, advising him of the Bureau's reaction to his suggestion.

Respectfully,
For the Conference,

Clyde Tolson, Chairman.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 303,013
DATE 7/6/90 BY SP5C110ms

RECORDED

66-2554-1289

W. B. Glavin, Secretary.

JUL 10 1938

CLERK

RECEIVED

7/10/38

ORIGINAL FILED IN 66-2554-5786

UHC:VG

June 28, 1938

MEMORANDUM FOR THE DIRECTOR

4/13
The Executive Conference, with Messrs. Tolson, Nathan, Tamm, Foxworth and Clegg present, considered the suggestion of Special Agent T. H. Mulherin that cameras be permitted to be assigned to Agents for practice outside the office on weekends. It was pointed out that during one of the SAC schools one SAC recommended this as a suitable practice to acquaint the Agents in the office with the proper method of using the camera and at the same time provide a means of using up the film which is growing obsolete and unserviceable.

The Conference recommended that this practice be approved by the Bureau but that the last camera in an office should not, of course, be taken from the office so it would not be available in case of an emergency, but the general idea of practice over weekends by the Special Agents with the amount of film issued by the SAC was believed to be a good idea.

If approved, there is attached a suggested insert for the next bulletin.

Respectfully,
FOR THE CONFERENCE.

Clyde Tolson,
Chairman.

W. R. Glavin,
Secretary.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 393613
DATE 7/6/90 BY SP5C10mS

cc: Mr. Glavin

ORIGINAL FILED IN 1-30-22

2 ENCL 27

66-2554-1290

JUL 7 1938

TOLSON
CLEGG
FOUNT
ELES

LAH:VG

June 18, 1938.

MEMORANDUM FOR MR. CLEGG

Re: Open Forum Discussion —
Retraining School (Accts.)
June 6-18, 1938

During the open forum discussion, Special Agent T. M. Mulherin of the Los Angeles Office inquired if the Bureau has any objections to Agents taking Reconar Cameras out of the office for practice purposes on weekends.

I informed him that the Bureau did not have any objections to this practice and that the Bureau desired that Agents obtain practice in photography and the use of its cameras. He stated that this was not understood in his office and that Agents were unable to get a camera when same were available. I advised Agent Mulherin that the Bureau's equipment should be used only for official purposes and for practice.

I furnish this information in connection with the present SAC schools so that the existing impression may be corrected.

Respectfully,

L. A. Hince

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 353,013
DATE 7/6/96 BY SP5C/LDM/S

RECORDED

66-2551-1290

SEARCHED	INDEXED
SERIALIZED	FILED
JUL 2 1938	
FBI - LOS ANGELES	
TOLSON	
CLEGG	
FOUR	
PERS. DIV.	

ORIGINAL FILED IN 66-2551-1290

EAT:LL

July 2, 1938

MEMORANDUM FOR THE DIRECTOR

ag
0
The Executive Conference considered a suggestion, emanating with Mr. Tamm, that some effort be made to bond all Bureau Special Agents in the amount of five or ten thousand dollars, conditioned upon the proper performance of their duties and containing a further condition that no Bureau Agent would, upon leaving the service, disclose or publish any facts obtained by him during the course of his employment in the Bureau, said clause to be so conditioned that it would operate for a period of one or two years in this regard subsequent to the employee's leaving the service.

The members of the Conference, in discussing this suggestion, concluded that the suggestion was impracticable of application, and the Conference did not believe study should be given to it.

Those in attendance at this session of the Executive Conference were Messrs. Tolson, Nathan, Clegg and Tamm.

Respectfully,
For the Conference,

Clyde Tolson, Chairman.

W. E. Glavin, Secretary.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 333,013
DATE 7/6/90 BY SP5/clm/s

RECORDED

66-2554-1291

U.S. DEPARTMENT OF JUSTICE

JUL 12 1938 A.M.

U.S. DEPARTMENT OF JUSTICE

TOLSON
CARR
Clegg
FOUR
FILE

ORIGINAL FILED IN 62-25608-21

HHC:RLC

February 4, 1938.

MEMORANDUM FOR THE DIRECTOR

The members of the Executive Conference have approved the issuance of a Bulletin on the subject of "Surveillance" based on an article written by Special Agent John R. Welles of the Oklahoma City Office. His article has been revised to some extent to eliminate personal references and those who have reviewed and approved this article are Messrs. Tolson, Nathan, Tamm, Foxworth, Schilder, Hince, Gurnea and Clegg.

Those present at the conference were Messrs. Tolson, Glavin, Nathan, Tamm and Clegg.

Respectfully,
For the Conference,

Clyde Tolson,
Chairman.

W. R. Glavin,
Secretary.

RECORDED
&
INDEXED

66-2554-1292

FEDERAL BUREAU OF INVESTIGATION	
23	11/10/38
U.S. DEPT. OF JUSTICE	
CLERK	FILE

CLERK
TOLSON
FILE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 7/6/98 BY SP5C/Loms

66-4157-99
ORIGINAL FILED IN

HHC:VG

April 27, 1938

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered the advisability of transmitting to the field the edited and revised article prepared by a Special Agent on the subject "Surveillance".

The article, as it clearly indicates, offers suggestions and data with reference to surveillances. This matter was referred to Mr. Connelley who advised the Bureau on April 15, 1938, that it is difficult to issue instructions to cover every particular situation and he feels that this material has been adequately covered, "but with more restraint" in the Bureau's manuals. He believes the suggested bulletin goes too far in an effort to direct the physical movements of Agents engaged on surveillances.

Mr. Nathan agreed with Mr. Connelley that this bulletin not be issued. All other members of the Conference were of the opinion that this article should be prepared in bulletin form, in the nature of suggestions. If the majority recommendation is approved, this bulletin will be printed and distributed.

Those present were Messrs. Tolson, Crowl, Nathan, Tamm and Clegg.

Respectfully,
FOR THE CONFERENCE,

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/6/90 BY SP5C110MS

RECORDED & INDEXED

Clyde Tolson,
Chairman.

W. R. Glavin,
Secretary.

cc: Mr. Glavin

Mr. Nathan
Mr. Tolson
Mr. Baughman
Mr. Clegg
Mr. Coffey
Mr. Crowl
Mr. Dawsey
Mr. Egan
Mr. Foxworth
Mr. Glavin
Mr. Harbo
Mr. Hottel
Mr. Lester
Mr. McIntire
Mr. Nichols
Mr. Pennington
Mr. Schilder
Mr. Tamm
Mr. Tracy
Miss Gandy

ORIGINAL FILED IN 65-4151-100

66-2554-1293
JUL 21 1938
TOLSON
U. S. DEPT. OF JUSTICE
RECEIVED

June 15, 1938.

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, Messrs. Tamm, Glavin, Nathan and Clegg being present, considered the article on the subject of "Surveillance" together with Mr. Nathan's criticisms thereof.

It was observed that Mr. Nathan's criticisms were primarily to the effect that in suggested memoranda containing specific suggestions concerning the conduct of such a flexible and variable type of work as surveillance, it was too often likely that Special Agents who would read such memoranda would consider the suggestions dogmatic and arbitrary and in the event anything went wrong they would point their fingers to the specific suggestions as their alibi and seek to justify any improper action.

All the members of the conference who were present agreed with the observations of Mr. Nathan and in view of the fact that Section 25 of the Manual of Instructions sets forth specifically general instructions for the guidance of Special Agents in conducting surveillances it was believed it would be profitable for a more specific suggestion such as those contained in the enclosed memorandum not to be forwarded, but to be used as a basis for lectures wherein a more general discussion could prevail.

Respectfully,
For the Conference,

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/6/98 BY SP5CJL/mjs

Clyde Tolson,
Chairman.

RECORDED
&
INDEXED

W. R. Glavin,
Secretary.

Enclosure.

CC: Mr. Glavin.

ORIGINAL INCLD 241
62-7131-101

EAT:RP

July 1, 1938

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered a suggestion submitted by Special Agent in Charge J. F. Sears to Mr. Clegg during the recent SAC Conference that Special Agents in Charge be authorized to use their discretion in disregarding the Bureau rule which requires the office of origin and the office of prosecution to set forth all old undeveloped leads in current investigative reports. The Conference discussion pointed out that if this discretion were left to the SAC, the Bureau regulation requiring the statement of these undeveloped leads would be disregarded in varying degrees and circumstances by each Special Agent in Charge, with the result that there would be no uniformity of application or enforcement of this Bureau regulation. It was pointed out during the course of the conference that the Investigative Division by letter in rather isolated cases authorizes a particular field office or group of offices to disregard this instruction in a specific case, when no practical purpose would be served by setting out a number of undeveloped leads which have already been set forth. It is felt, however, that the discretion to waive this Bureau regulation should be exercised only in the Bureau and, consequently, the Conference was unanimously opposed to the adoption of this suggestion.

Those in attendance at this session of the Executive Conference were Messrs. Tolson, Nathan, Clegg and Tamm.

A letter is attached hereto to Mr. Sears advising him of the Bureau's reaction to his suggestion.

Respectfully,
For the Conference,

Clyde Tolson, Chairman.

RECORDED

W. R. Glavin, Secretary.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 7/6/90 BY SP5/clams

ORIGINAL FILED IN 66-2277-48

66-2554-1295
JUL 12 1938
SEARCHED
SERIALIZED
INDEXED
FILED

EAT:RP

July 1, 1938

MEMORANDUM FOR THE DIRECTOR

6-1
The Executive Conference considered the question of whether the Bureau should accept from local law enforcement agencies throughout the United States wanted notices and circulars for distribution over the Bureau's mailing list. With the exception of Mr. Clegg, the Conference was of the opinion that the Bureau could not undertake such distribution for the reason that in a very short period the Bureau would be so besieged by requests to circularize law enforcement agencies with wanted circulars prepared by local agencies that it would be impossible for the Bureau physically to meet this task. It is pointed out that every law enforcement agency to which a circular is forwarded is a potential source of a request for the distribution of similar wanted notices. The Conference, with the exception of Mr. Clegg, recommends that when requests are received from law enforcement agencies for the distribution of a circular, a copy of the circular be sent to each field office for incorporation in that field office files and the contributor shall be advised that the information has been posted in the field offices of the Bureau throughout the entire United States and any information obtained will be furnished to him.

Mr. Clegg, in dissenting in the above views, is of the opinion that the Bureau should undertake on behalf of local law enforcement agencies the distribution of wanted circulars and wanted notices prepared by them when they so request in all cases involving the commission of those offenses enumerated in the Part One classification of the Uniform Crime Reports.

Those in attendance at this session of the Conference were Messrs. Tolson, Nathan, Clegg and Tamm.

Respectfully,
For the Conference,

RECORDED
&
INDEXED.

Clyde Tolson, Chairman.

W. R. Glavin, Secretary.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 7/6/90 BY SPSC/10m3

66-2534-1296

JUL 8 1938 A. M.

U. S. DEPARTMENT OF JUSTICE

TOLSON
NATHAN
IDENT UNIT
TAMM
CLEGG
FOUR
FILE

ORIGINAL FILED IN 62-24151-191

Federal Bureau of Investigation
United States Department of Justice
Post Office Box 812
Chicago Illinois

July 7, 1938

MEMORANDUM FOR THE DIRECTOR

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The executive conference considered on July 1st the report submitted by the Technical committee upon the question of maintaining index cards upon personal identification fingerprints separate and apart from the index cards maintained in the Identification Division upon criminal, applicant and other non-personal identification cards. At the present time all index cards in the Identification Division are maintained in a single file regardless of the nature of the fingerprint from which the index card is prepared. A technical committee composed of Messrs. Schilder, Coffey, Hince and Egan have made a study of this question and unanimously recommended that the present practice be discontinued and separate card index systems be maintained, one file to contain solely and exclusively index cards prepared relating to personal identification fingerprints.

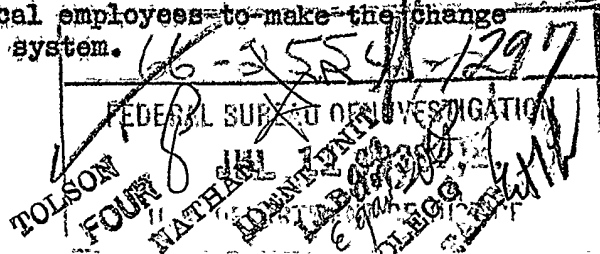
Messrs. Nathan, Tolson and Clegg are of the opinion that the report of the technical committee should be accepted and that hereafter and effective upon the approval of this suggestion, if you believe the new plan should be adopted, a card index should be installed and maintained upon personal identification fingerprints which index as indicated will contain nothing except the card index information obtained from personal identification prints. All other card index data taken from fingerprint cards, including criminal, applicant, civil service fingerprints, will be maintained in a separate card index. These members of the executive conference are of the opinion that the elimination of the personal identification index cards from the index maintained in the Identification Division will greatly expedite and facilitate searches made through the card index system. The proponents of the adoption of this plan do not contemplate any special work or activity to segregate from the current all-inclusive index those personal identification index cards which are now included in the index. It is recommended that as the card index checkers encounter personal identification index cards in their searches, they remove these cards and establish them in a personal identification card index. It is further proposed that all card index entries prepared upon current personal identification prints will be filed in the new personal identification card index. By following this procedure it would be unnecessary to add any additional clerical employees to make the change from the present system to the proposed system.

ORIGINAL FILED IN 66-1631-5202

RECORDED

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 33303
DATE 7/6/90 BY SP5C1111ms

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Mr. Tamm is opposed to the adoption of this suggestion, believing that it is highly undesirable to maintain two or more indexes relative to any phase of the Bureau's activity. It is his opinion that the amount of time consumed by searches through the card index maintained under the present system would be of no material difference if the new system were adopted. It is pointed out by Mr. Tamm that it is often desirable in searching through the card index system to know whether fingerprints have been received upon an individual regardless of the type of fingerprint card upon which the data is prepared and consequently Mr. Tamm feels that on many occasions duplicate searches would be necessary through two index systems which are not required at the present time. It is offered in connection with this position that insurance companies and other large corporate organizations maintain one master index containing millions of names and no apparent difficulty or delay is encountered in connection with searches of these indexes. For these reasons Mr. Tamm feels that the continuation of the present system is more desirable than the adoption of the new proposed double index system for the Identification Division.

Those who were in attendance at this session were Messrs. Nathan, Tolson, Clegg and Tamm.

Respectfully for the conference,

G. A. Tolson,
Chairman.

W. R. Glavin,
Secretary.

8
COPY
HHC:RLC

July 8, 1938

Those present:
Messrs: Tamm
Glavin
Nathan
Clegg

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered the inquiry of the Richmond Office as to whether the Bureau would have any objection to the Richmond Office transmitting teletype messages from law enforcement agencies outside of Richmond to law enforcement agencies in the city of Richmond when there is no expense attached thereto where the Bureau is concerned.

The Conference believed the proper procedure would be to telephone the teletype message to the law enforcement agency and to place a copy of the teletype message in an envelope for transmittal to the agency in the next mail. This would involve no expense to the Bureau and would render a service and courtesy.

A letter is being addressed to the Richmond Office accordingly, if approved.

Respectfully,
For the Conference,

s/ Clyde Tolson,
Chairman

s/ W.R. Glavin,
Secretary.

Enclosure
cc Mr. Glavin.

RECORDED

66-2554-1297X
FEDERAL BUREAU OF INVESTIGATION
AUG 20 1938 P. M.
TOLSON
JUL. 10. 1938
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ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 393613
DATE 7/6/90 BY SP5CJ/oms

WRG:atw

June 9, 1938

MEMORANDUM FOR THE DIRECTOR

The Conference considered a suggestion submitted by Special Agent E. J. Gebben, Supervisor, Investigative Division that the present practice of contacting the various colleges and universities throughout the country and informing the student bodies of the work and functions of the Bureau and the necessary qualifications of applicants for the position of Special Agent could be augmented by contacts with the various alumni associations.

The Conference believes there is much merit in this suggestion and recommends that the various Bureau officials who contact colleges and universities throughout the country be also instructed to contact the heads of college placement bureaus and alumni associations when such bureaus and associations maintain headquarters in the college or university proper. Those present were Messrs. Nathan, Tamm and Glavin.

If approved, the appropriate officials will be advised.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson, CHAIRMAN

W. R. Glavin, SECRETARY

RECORDED

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/6/90 BY SP5C10MS

66-2554-1298

FEDERAL BUREAU OF INVESTIGATION

JUN 10 1938 A.M.

U.S. DEPT. OF JUSTICE

TOLSON

ALLEN

WATSON

GLAVIN

NEASE

TRACY

COUGHLIN

ROSEN

WINTERROWD

FILE

ORIGINAL FILED IN

66-1934-5679

July 8, 1933.

Those present:
Messrs. Tamm
Glavin
Nathan
Clegg

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered the suggestion made by Special Agent Richard G. Danner during the course of the inspection of the Miami Office that upon the apprehension of a fugitive in a case in which work was being performed by numerous field offices that the division in which the apprehension was made should after such capture prepare a brief history of the details leading to the location and apprehension of the fugitive as it was thought this would bring about leads or lines of inquiries in other fugitive cases as well as to enable Special Agents to answer inquiries of local officers.

The Executive Conference thought the proper procedure in this case would be for the Investigative Division to prepare such memoranda to be forwarded to the Training Division so that instructions can be given to training and retraining schools whenever any unique or unusual procedures are used in apprehending fugitives.

Respectfully,
For the Conference,

Clyde Tolson,
Chairman.

M. R. Glavin,
Secretary.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/6/90 BY SP5C/10MS

ORIGINAL FILED IN 62-127-363X

Mr. Tolson
Mr. Nathan
Mr. Tamm
Mr. Clegg
Mr. Coffey
Mr. Crowl
Mr. Downey
Mr. Egan
Mr. Foxworth
Mr. Glavin
Mr. Harbo
Mr. Lester
Mr. McGuire
Mr. Nichols
Mr. Tracy
Miss Gandy

Enc att to
orig.

CC: Mr. Clavin.

RECORDED

66-2554-1245
 SEP 1 1928
 SOLS
 SLA
 FILE

GT:ACS

July 2, 1938.

MEMORANDUM FOR THE DIRECTOR.

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The Executives' Conference considered the question of the radio trucks which are now in New York City. While the members of the conference are unanimously of the opinion that the trucks as presently constituted are entirely satisfactory, it was felt that in view of certain criticisms which have been made of them, it would be desirable for a committee consisting of Messrs. Connelley, Gurnea, Vetterli, and Coffey with the assistance of a radio expert, personally to inspect the trucks in New York City and consider recommendations which have been made relative to the manner in which they should be used and whether it might be desirable to reduce them in size if this is possible from a technical standpoint.

Those in attendance at the conference were Messrs. Nathan, Tamm, Glavin, Clegg, and Tolson. Mr. Tamm was opposed to Mr. Connelley serving on the committee inasmuch as he "thinks we should have someone with more progressive ideas" than Mr. Connelley on the committee.

In the event you approve the committee recommendation, Mr. Connelley will be instructed to call a meeting of this committee when he is in New York in the near future and at that time to consider suggestions contained in the attached letter from Mr. Vetterli dated April 29th.

Respectfully,

Glyde Tolson
Chairman

RECORDED

W. R. Glavin
Secretary

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/6/90 BY SP5C/10MS

Mr. Nathan
Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Crowl
Mr. Dawsey
Mr. Egan
Mr. Foxworth
Mr. Glavin
Mr. Harbo
Mr. Hottel
Mr. Lester
Mr. McIntire
Mr. Nichols
Mr. Pennington
Mr. Schilder
Mr. Tamm
Mr. Tracy
Miss Gandy

66-1980-13-142

66-2554-1299
JUL 15 1938
U.S. DEPT. OF JUSTICE
TOLSON
FOUR
JUL 15 1938
CLERK

June 29, 1938

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, with Messrs. Tolson, Nathan, Tamm, Foxworth and Clegg present, considered the suggestion that the Bureau discontinue the practice of requiring that notebooks be taken up and graded at field office quarterly conferences, at monthly conferences of supervisors and officials in Washington and in the various training schools of the Bureau. The Conference unanimously approved this suggestion for the following reasons:

1. Some students take their notes in shorthand which cannot be graded by the average lecturer who is not a stenographer.
 2. In many instances one key word is sufficient to refresh the memory of a student concerning an entire matter discussed and the writing of this key word will suffice for this student while others would spend considerable time writing lengthy sentences for the same purpose.
 3. It has been found that in recent schools following an examination of notebooks, some students have taken down detailed statements in so far as was practical, concerning one item which a lecturer discussed, thereby causing him to miss the next point completely because he was giving his attention to his notes. Notes, therefore, are believed to be personal, are made and should be made to suit the convenience of the students and should not be made for the purpose of trying to impress those who are subsequently called upon to grade notebooks.
- At times, diagrams by a student will be more significant to him than words written by him in a notebook and yet such diagrams would not necessarily be clear to the lecturer when grading the notebooks.

Mr. Tolson
Mr. Nathan
Mr. Tamm
Mr. Clegg
Mr. Coffey
Mr. Crowl
Mr. Dawsey
Mr. Egan
Mr. Foxworth
Mr. Glavin
Mr. Harbo
Mr. Lester
Mr. McIntire
Mr. Nichols
Mr. Tracy
Miss Gandy

RECORDED

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 7/6/96 BY SP5CJ/ams

66-2554-1300

INDEXED

FILED

JUL 8 1938

U.S. DEPT. OF JUSTICE

ORIGINAL FILED IN

66-2554-1

Director

- 2 -

June 29, 1936.

The Conference therefore unanimously recommended that notebooks be provided as usual, that the lecturers when discussing subjects should assist the students by telling them at times certain points that are significant and important and urge them to put them in their notebooks. The lecturer can, to a large extent, tell those who are writing in their books and those who are not so that it can be seen that students do take notes of a type suitable to each of them. However, it is not believed that such notebooks should be rated as it is believed practically impossible to grade them properly.

If this is approved, there is attached a memorandum for the Training and Inspection Division and also a suggested insert for the next bulletin going to the field instructing accordingly.

Respectfully,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

cc: Mr. Glavin

WRG:LW

July 6, 1938

MEMORANDUM FOR THE DIRECTOR

The Conference considered a suggestion submitted by SAC Vetterli of the New York Office, dated June 20, 1938, wherein he forwards a suggestion of Mr. H. Vormstein of the Brooklyn Navy Yard, suggesting that certain Bureau employees be given instruction in diving and dragging operations.

This suggestion was received from Vormstein as a result of using Navy Divers in the Levine Case.

The Conference recommends against the instruction of any of its personnel for this purpose. It is believed that when such work is necessary, it will be to the benefit of the Bureau to secure a capable and experienced Navy or commercial Diver to perform it.

If you approve, the attached communication should go forward to Mr. Vetterli.

Respectfully,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Mr. Tolson.....
Mr. Nathan.....
Mr. Tamm.....
Mr. Clegg.....
Mr. Coffey.....
Mr. Crowl.....
Mr. Hawsey.....
Mr. Egan.....
Mr. Foxworth.....
Mr. Glavin.....
Mr. Harbo.....
Mr. Lester.....
Mr. Quinn.....
Mr. Nichols.....
Mr. Tracy.....
Miss Gandy.....

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&
INDEXED

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323013
DATE 7/6/90 BY SP5BJD/m5

66-2554-130

DEPT. OF JUSTICE

JUL 23 1938

FILE

ORIGINAL SUBMITTED 66-6302-1-1

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JEH:HCB

July 9, 1938

MEMORANDUM FOR MR. TOLSON

In connection with the review of suggestions offered by the employees of the Bureau at this time, I would like to have the Executives' Conference give particular consideration to a study of all of the various systems and memoranda which are regularly prepared in the Bureau. I have noticed one or two letters from field employees suggesting the discontinuance of certain systems and procedure, and I do want to make certain that we are not installing or retaining any systems or regular memoranda which are not put to active and good use. There is such a strong inclination to allow things to kind of grow and regular memoranda be prepared on information and data which are not used, and if so, very seldom. The same also applies to various systems. I do want to simplify and retain as simple an administrative procedure as possible throughout the entire Bureau.

In order to accomplish this it may be necessary for the various divisions of the Bureau to be checked by one of the members of the Executives' Conference other than the head of that particular division, for the reason that a division head frequently champions a system in perfect sincerity, which system is not actually necessary or of real value. Will you please look into this situation and see that this matter is given very prompt attention.

Very truly yours,

A. Edgar Hoover

John Edgar Hoover
Director

RECORDED

66-2554-1302

BUREAU OF INVESTIGATION
JUL 12 1938 P.M.
U. S. DEPT. OF JUSTICE
FILE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 333,013
DATE 7/6/90 BY SP5C/10MS

ORIGINAL FILED IN 66-1904-5791

NRG:LW

July 6, 1938.

MEMORANDUM FOR THE DIRECTOR

The Conference, consisting of Messrs. Tolson, Nathan, Tamm, Clegg and Glavin, considered the desirability of the Bureau issuing instructions that all Special Agents, whether they be in their headquarters city performing investigative work or away from the headquarters city on road trips, be instructed to submit daily reports covering their activities.

At the time this suggestion was considered, the Conference had the benefit of the views of Inspectors Egan and Connelley and Special Agents in Charge Vetterli, Ladd, Brantley, Hanson and Peterson. All field officials, including the Inspectors heretofore mentioned recommended against the adoption of a policy making it necessary for Agents working in their headquarters city to submit daily reports covering their activities. It was pointed out to the Conference that this information could be very easily secured from form number 3, maintained in all field offices, concerning activities of the Agents working in the headquarters city.

Messrs. Tolson, Nathan, Clegg and Glavin recommended against the adoption of a suggestion that Agents working in their headquarters city be instructed to submit daily reports. Mr. Tamm is of the opinion that daily reports should be secured from all Agents whether they are in or out of their headquarters city.

Respectfully,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

RECORDED
&
INDEXED

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 333,613
DATE 7/16/90 BY SP5C/LMS

66-2554-1303
RECEIVED JUL 12 1938 U.S. DEPT. OF JUSTICE TOLSON FBI

ORIGINAL FILED IN 66-2759-180

- Mr. Nathan
- Mr. Tolson
- Mr. Baughman
- Mr. Clegg
- Mr. Coffey
- Mr. Crowl
- Mr. Dawsey
- Mr. Egan
- Mr. Foxworth
- Mr. Glavin
- Mr. Harbo
- Mr. Lester
- Mr. McIntire
- Mr. Nichols
- Mr. Pennington
- Mr. Schilder
- Mr. Tamm
- Mr. Tracy
- Miss Gandy

HMC:VG

June 28, 1938

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, with Messrs. Tolson, Nathan, Tamm, Foxworth and Clegg present, considered the suggestion that Special Agents in Charge no longer be required to submit daily reports to the Bureau.

Mr. Tamm favored continuing these daily reports as they provide a means for checking the routine and activities of the Special Agents in Charge.

Mr. Tolson, Mr. Nathan, Mr. Foxworth and Mr. Clegg opposed these daily reports for the reasons that they proved nothing; that the figures which could be collected from their examination were of but limited value; that it would require too much time for the proper supervision of them at Washington; and the only thing that could be done about them after they are supervised would be to correct some error of form.

If the opinion of the majority is approved, there is attached a suggested insert for the next bulletin to the field.

Respectfully,
FOR THE CONFERENCE

Clyde Tolson,
Chairman.

W. R. Glavin,
Secretary.

cc: Mr. Glavin

Mr. Tolson.....
Mr. Nathan.....
Mr. Tamm.....
Mr. Clegg.....
Mr. Coffey.....
Mr. Crowl.....
Mr. Eawley.....
Mr. Egan.....
Mr. Foxworth.....
Mr. Glavin.....
Mr. Harbo.....
Mr. Lester.....
Mr. McGuire.....
Mr. Nichols.....
Mr. Tracy.....
Miss Gandy.....

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 7/6/90 BY SP5CJM/S

66-2554-1304

FEDERAL BUREAU OF INVESTIGATION

JUL 13 1938 A. M.

U. S. DEPARTMENT OF JUSTICE

TOLSON
Clegg
Glavin
Ladd
Nichols
Tracy
Harbo
Mohr
Tele. Rm.
Director's Sec'y

ORIGINAL FILED IN 66-2554-186

FEDERAL BUREAU OF INVESTIGATION

WASHINGTON, D. C.

WRGratw

June 22, 1938

MEMORANDUM FOR THE DIRECTOR

The Executive Conference consisting of Messrs. Tolson, Nathan, Foxworth and Glavin considered a suggestion submitted by Mr. Clegg on June 14, 1938, to the effect that those Agents being called in for physical examinations or re-examinations who have attended retraining schools during the current cycle the retraining schools be not listed for attendance at these schools, but be instructed to report to Washington, D. C. for the physical examination only.

The Conference unanimously concurs in this suggestion and if approved by you, appropriate instructions will be issued to the Chief Clerk's Office in this regard.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson, Chairman

W. R. Glavin, Secretary

O.K.
H.

RECORDED

66-2554-1305

TOLSON	✓
CLEGG	✓
FOXWORTH	✓
GLAVIN	✓
NATHAN	✓
TRACY	✓

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 332613
DATE 7/6/90 BY SP5C/LMS

ORIGINAL FILED IN 1-19-1562

EAT:JHR

July 5, 1938.

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered the attached suggested Bureau Bulletin entitled, "APPLICATIONS FOR PARDON TO RESTORE CIVIL RIGHTS; APPLICATIONS FOR EXECUTIVE CLEMENCY" and was unanimously in favor of the submission of this Bulletin to the Field.

Those in attendance at this session of the Conference were Messrs. Tolson, Nathan, Clegg and Tamm.

Respectfully,
For the Conference

Clyde Tolson, Chairman.

W. R. Glavin, Secretary.

RECORDED

66-2554-1306

FEDERAL BUREAU OF INVESTIGATION	
JUL 13 1938	
U. S. DEPT. OF JUSTICE	
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[Handwritten signatures and initials over the stamp]

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/6/90 BY SP5C/LBMS

ORIGINAL FILED IN

62-28185-21

COPY

FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE
WASHINGTON, D. C.

July 1, 1938

EAT:RP

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered a suggestion originally emanating with Mr. John C. Welch of the Bureau's Files Section that there be prepared a drawing of the unidentified latent fingerprints in the Mattson kidnaping case for distribution among sources of potential information. This suggestion has been submitted for comment to the Identification Unit, including the Single Fingerprint Section, and all of the Technical employees are opposed to the suggestion. The Executive Conference is likewise opposed to the suggestion for the same reasons that are advanced by the Identification Division employees; namely, that the latent fingerprints in this case are so meagre and lacking in identifying data that their ultimate value is questionable. It is further pointed out that it has never been positively determined that these latent fingerprints are the fingerprints of the unknown subject and, consequently, it would appear that the latent fingerprints available are at best secondary evidence in the elimination of any suspect and that, consequently, too much credence or reliance should not be placed upon them. For these reasons, the Conference is opposed to the preparation of such a chart.

Mr. Tamm has orally discussed this situation with Mr. Welch and advised him of the practical objections to his suggestion.

Those in attendance at this session of the Executive Conference were Messrs. Nathan, Tolson, Clegg and Tamm.

Respectfully,
For the Conference,

T.

Clyde Tolson, Chairman.

W.R.G.

W. R. Glavin, Secretary.

RECORDED

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/6/90 BY SP5C/DM3

66-2554-1306X
FEDERAL BUREAU OF INVESTIGATION
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66-2554-1824X
ORIGINAL FILED IN

FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE
WASHINGTON, D. C.

LCS:AMP

May 20, 1938

MEMORANDUM FOR MR. NATHAN

RE: MATTNAP.

Reference is made to Mr. Engert's memorandum of May 20, 1938, attached, relative to the suggestion of Mr. John C. Welch that a drawing be prepared of the unidentified latent fingerprints in this case.

I agree with Mr. Engert's views which are the views of all of the fingerprint examiners in the Single Fingerprint Section that this action should not be taken in this case. It will be recalled that some time ago in the Rockefeller case we had about three latents, each of them incomplete, but each fitting in so well together, that we prepared a composite picture of these latents containing the best characteristics in each of the three impressions and this composite picture facilitated identification. This procedure, technically, was desirable in the Rockefeller case but in the Mattson case I think an entirely different situation exists. Even the best of the Mattson latents are so obscure that we cannot be confident of the exact delineation of the characteristic ridge detail. I believe that a drawing of the unidentified latents would be a rather hazardous undertaking, of dubious value, and I personally would hesitate to vouch for the accuracy of such a drawing as depicting correctly the true characteristic detail which we would be trying to identify. The drawing might be helpful but on the contrary it might be definitely harmful because in following such a drawing the examiner might conceivably be led astray and fail to identify the very impression of assistance in the solution of this crime.

For the reasons indicated, I would be opposed to this suggestion.

Respectfully,

L.C.S.

L. C. Schilder.

RECORDED

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 11-16-90 BY SP5CJM/S

66-2554-1906X
FEDERAL BUREAU OF INVESTIGATION
JUL 16 1938 A.M.
U.S. DEPARTMENT OF JUSTICE
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66-2554-1334X
ORIGINAL FILED IN

FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE
WASHINGTON, D. C.

ATP:CEK:GEM

May 20, 1938

MEMORANDUM FOR MR. SCHILDER

RE: MATINAP

Reference is made to the Director's memorandum of May 6, 1938, relative to the suggestion of Mr. John C. Welch that a drawing be prepared of the unidentified latent fingerprints in this case. This memorandum requests the views of the Identification Division as to the advisability of adopting the suggestion of Mr. Welch.

In accordance with your request, I wish to submit that I am not in favor of the suggestion for the following reasons:

There are several technical difficulties which will arise in attempting to prepare any sort of a drawing or chart which will stress certain points of characteristics in the latent prints. Latent prints are effected by dirt, pressure and the amount of grease or perspiration on the finger at the time the impression was made and variations between latent prints are greater than between two average inked prints. For example, if a particular characteristic was stressed in the drawing or chart as an ending ridge, too much dependance might be placed on that particular characteristic as an ending ridge when it could actually appear in the inked fingerprint with which it is identical as a bifurcation. This may be true of the majority of the points in the latent prints in the case. Another difficulty that arises is the fact that certain areas in the latent impressions are not clear as to detail making it impossible to bring out these areas with any degree of accuracy. If the inherent idea of the person making the suggestion is to stress certain characteristics it is my belief that no particular characteristic point should be stressed, that all are equally important in effecting an identification.

The above views are not only my own, but are concurred in by the fingerprint examiners of the Single Fingerprint Section.

Respectfully,

RECORDED

/s/ G. J. Engert

G. J. Engert

JUL 16 1938

A. M.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/6/90 BY SP5RCS/MS

IDENT UNIT

ONE 13

ORIGINAL FILED IN 66-2554-1306

PEF:DM

July 7, 1938

See

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, consisting of Messrs. Tolson, Nathan, Glavin and Foxworth, considered the attached bulletin to the field instructing that ~~Commodity Credit Corporation~~ cases be referred to the nearest office of the Field Investigation Section, Agricultural Adjustment Administration of the Department of Agriculture, which has its own investigative agency and which has been investigating some such cases.

Those in attendance were unanimously in favor of the issuance of this bulletin.

Respectfully,
For the Conference,

Clyde Tolson, Chairman

W. R. Glavin, Secretary

OK.
H.

RECORDED
&
INDEXED

66-2554-1307

SEARCHED	INDEXED
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FBI - WASHINGTON	
TOLSON	
GLAVIN	
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ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 7/6/90 BY SP5C10MS

ORIGINAL FILED IN 62-29309-24

EAT:RP

July 1, 1938

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered a suggestion submitted to Mr. Foxworth by Special Agent G. R. Ross of the Los Angeles Office to the effect that consideration be given to the bonding of Bureau employees in order to cover any loss which might be sustained through the handling of property of subjects under investigation. Mr. Ross pointed out that the Los Angeles Office recently had in its possession some \$45,000.00 of the money involved in the Ross kidnaping case and on another occasion had \$13,000.00 on hand which had been recovered in a National Stolen Property Act case. Mr. Ross is of the belief that Bureau employees should have some bond or insurance designed to protect the Bureau in the event of any loss through theft or otherwise of any personal property in the Bureau's possession.

The Conference feels that extraordinary care should be and is universally exercised in the handling of all types of personal property and, consequently, feels that any bond or insurance of this type is not necessary for the protection of the Bureau's interests.

A letter is attached hereto to Mr. Ross advising him of the Bureau's reaction to his suggestion.

Those in attendance at this session of the Executive Conference were Messrs. Tolson, Nathan, Clegg and Tamm.

Respectfully,
For the Conference,

Clyde Tolson, Chairman.

W. R. Glavin, Secretary.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 7/6/96 BY SP5C10ms

RECORDED
&
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66-2554-1308

V
TOLSON
Clegg
FOUR

66-2554-1
ORIGINAL FILED IN 66-2554-1

PEF:DM

July 7, 1938

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered the suggestion of Special Agent E. O. Dorris to the effect that the Bureau offer \$1,000.00 for the identification of any one of the six available latent fingerprints in the Mattson case. Suggestions have been considered in the past that these fingerprints be forwarded to police departments and the suggestion has also been considered that the fingerprints otherwise be given publicity. At that time it was not deemed advisable to publish the prints or circularize them due to the fact that that Identification Division has stated that the latents are so obscure that we would not be confident of the exact delineation of the characteristic ridge detail and due to the fact that they are so meagre and lacking in identifying data that the ultimate value is questionable. It is further pointed out that it has never been positively determined that the latent fingerprints are the fingerprints of the unknown subject and consequently they would at best be secondary evidence in the elimination of any suspects. For these reasons, the conference was unanimously opposed to the offering of any reward in connection with the identification of such prints.

Those in attendance were Messrs. Tolson, Nathan, Glavin and Foxworth.

Respectfully,
For the Conference,

CLYDE TOLSON, CHAIRMAN

W. R. GLAVIN, SECRETARY.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/6/90 BY SP5C/Loms

RECORDED

66-2554-1309

U. S. DEPARTMENT OF JUSTICE
JUL 10 1938
FEDERAL BUREAU OF INVESTIGATION
TOLSON
GLAVIN
FOUNTAIN
HARRIS
MURPHY
NEASE
RICHARDS
TRACY
WATSON
WILLIAMS
WYATT
ZIEGLER
FILE

ORIGINAL FILED IN 13845

EAT:JHR

July 5, 1938.

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered the attached suggested Bureau Bulletin entitled, "DESCRIPTIVE DATA NEEDED IN TRACING FIREARMS AT THE PRINCIPAL MANUFACTURING COMPANIES IN THE UNITED STATES" and was unanimously in favor of the submission of this Bulletin to the Field.

Those in attendance at this session of the Conference were Messrs. Tolson, Nathan, Clegg and Tamm.

Respectfully,
For the Conference

Clyde Tolson, Chairman.

W. E. Glavin, Secretary.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 7/6/90 BY SP5C110MS

RECORDED
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66-2554-1310

FEDERAL BUREAU OF INVESTIGATION

JUL 10 1938

U. S. DEPT. OF JUSTICE

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ORIGINAL FILED IN 62-31872-31

July 14, 1938.

MEMORANDUM FOR THE DIRECTOR

The Executive Conference recommended that Special Agent W. H. Osborne be requested to report to Washington on the afternoon of Friday, July 22, 1938, for the purpose of receiving training as an instructor before the new Agents' training school to convene on Monday, July 25, 1938, this course of training to last for a period of three weeks.

This suggestion is in keeping with the previously approved suggestion that selected representatives be called to Washington for training as instructors before new Agents' classes in order that the number of capable instructors in various phases of law enforcement might be increased in order to meet the demands for instructors from graduates of the FBI National Police Academy. It will be recalled that Special Agent in Charge Rainecke and Special Agents Boardman, Sirene, Acers and Devereaux are among those who have received similar training which has been found to be very beneficial.

If this is approved, there is attached hereto a telegram instructing Special Agent Osborne to report as indicated.

It is likewise recommended by the Executive Conference that Special Agent W. H. Espey be designated to serve as counselor for the new Agents' training school to begin on July 25, 1938. In the event Agent Espey for any reason cannot be made available alternates are recommended as follows:

Mr. Tolson	_____
Mr. Nathan	_____
Mr. Tamm	_____
Mr. Clegg	_____
Mr. Coffey	_____
Mr. Crowl	_____
Mr. Dawsey	_____
Mr. Egan	_____
Mr. Foxworth	_____
Mr. Glavin	_____
Mr. Harbo	_____
Mr. Lester	_____
Mr. McIntire	_____
Mr. Nichols	_____
Mr. Tracy	_____
Miss Gandy	_____

F. C. Holloman
J. R. Ruggles

There is attached hereto, in the event you approve, a telegram instructing Agent Espey to report for this purpose.

Those present were Messrs. Tolson, Glavin, Foxworth and Clegg.

Respectfully,
For the Conference,

RECORDED

Glyde Tolson,
Chairman.

W. R. Glavin,
Secretary

Enclosures.

CC: Mr. Glavin.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/6/90 BY SP5CNDMS

ORIGINAL FILED IN 66-2554-1311

66-2554-1311
TOLSON
DEPT. OF JUSTICE
CLERK
FOUR
R

EAT:JHR

July 5, 1938

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered the attached suggested Bureau Bulletin entitled, "Probation Flashes" and was unanimously in favor of the submission of this Bulletin to the Field.

Those in attendance at this session of the Conference were Messrs. Tolson, Nathan, Clegg and Tamm.

Respectfully,
For the Conference

Clyde Tolson, Chairman.

W. R. Glavin, Secretary.

RECORDED

66-2554-1312

FILED	JUL 20 1938
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ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/6/90 BY SP5CAL/MS

ORIGINAL FILED IN

62-14074-73

July 5, 1938

MEMORANDUM FOR THE DIRECTOR

Reference is made to the Executive Conference memorandum wherein the majority of the members of the Conference present recommended ten minute recess periods each hour for all training classes. The present rule is as follows:

Recess each hour for the FBI National Police Academy.

For retraining schools, SAC schools and new Agents schools, one recess each half day except during the half day period in which a gymnasium period is held.

Our recommendation is to make the rule uniform and for a ten minute recess period to be provided at each hour. Of course this does not mean that any recess period would be provided immediately before and immediately after the class goes to or returns from lunch. Neither does it mean that a recess period will be held for ten minutes before the class goes to the gymnasium or for ten minutes after the return of the class from the gymnasium. It does mean, however, that classroom sessions will continue for fifty minutes each hour that the class is assigned to the classroom work.

Respectfully,
For the Conference,

RECORDED

Clyde Tolson,
Chairman.

W. R. Glavin,
Secretary.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/6/96 BY SP5CJL/om3

CC: Mr. Glavin

66-2554-1213

FEDERAL BUREAU OF INVESTIGATION	
JUL 20 1938 A.M.	
U. S. DEPARTMENT OF JUSTICE	
TOLSON	FILE

FOUR

66-2554-1213

HHC:VG

June 28, 1938

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, with Messrs. Tolson, Nathan, Tamm, Foxworth and Clegg present, considered the suggestion that recess periods be provided ten minutes during each hour except, of course, immediately preceding luncheon or gymnasium work.

Both Mr. Clegg and Mr. Foxworth attended a recent school and they expressed the opinion that this ten-minute recess period each hour would result in the students learning more and enable them to maintain closer attention. Mr. Nathan expressed the opinion that those lecturers who talk for more than an hour need this ten minutes for personal rest in order that they may not grow tired or routine while delivering the rest of the lecture. Mr. Tolson objected to the suggestion on the ground that the holding of these recess periods was a waste of time.

Respectfully,
FOR THE CONFERENCE

Glyde Tolson
Chairman.

W. R. Glavin
Secretary.

cc: Mr. Glavin

RECORDED

66-2554-1313

FEDERAL BUREAU OF INVESTIGATION
JUL 20 1938 A. M.
U. S. DEPARTMENT OF JUSTICE
TOLSON OLIVER FOUR FILE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/6/90 BY SP5C/10ms

ORIGINAL FILED IN 66-2554-1313

PEF:DM

July 15, 1938

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered the suggestion of Supervisor S. B. Landrum to the effect that copies of teletypes concerning the apprehension of I.O. fugitives be placed upon the field office bulletin board.

It was the belief of those in attendance, being Messrs. Tolson, Clegg, Glavin and Foxworth, that if the Apprehension Orders concerning the I. Os. were promptly issued, this would serve to notify all Agents of the apprehension in a much better manner. It was pointed out that even though the teletype were posted on the bulletin board in the field, Agents who were away on road trips would not be aware of the apprehension.

Respectfully,
For the Conference

Clyde Tolson, Chairman

W. R. Glavin, Secretary

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/16/90 BY SP5C110MS

RECORDED

ORIGINAL FILED IN 66-2271-370

66-2554-1314

JUL 22 1938

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PERS. DIV.

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WRG:MTS

July 14, 1938

MEMORANDUM FOR THE DIRECTOR

6
The Executive Conference considered a suggestion made by SAC Ladd during his recent attendance at the SAC conference that the Bureau consider furnishing motion picture cameras to key field offices for investigative use.

The Conference, consisting of Messrs. Tolson, Glegg, Foxworth, and Glavin, recommended that these cameras be not furnished at this time. It was pointed out that should cameras be necessary for an investigative case, it would take but a few moments for the rental of such cameras.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

ORIGINAL FILED IN 66-6116-110

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/6/90 BY SP5C/IDMS

RECORDED

66-2554-1315

RECEIVED
JUL 15 1938
U.S. DEPT. OF JUSTICE

HHC:MM

July 15, 1938

MEMORANDUM FOR THE DIRECTOR

The Bureau has received a letter from the Office of Naval Intelligence requesting that two men be allowed the privilege of attending the Bureau's School for newly appointed Agents to begin on July 25, 1938.

The Executive Conference recommended favorably and if this is approved there is attached a letter addressed to Rear Admiral Holmes extending an invitation for this purpose.

It was also recommended by the Executive Conference that the present practice of not permitting the Naval Intelligence Officers to work with the newly appointed Special Agents in preparing ransom lists be continued and that the present practice of permitting these Navy employees to work with experienced Special Agents in handling simple types of investigations be discontinued.

Those present were Messrs. Tolson, Foxworth, Glavin and Clegg.

Respectfully,
For the Conference

Glyde Tolson,
Chairman.

W. R. Glavin,
Secretary.

ENCLOSURE

cc: Mr. Glavin
Enclosure

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&
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ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/6/90 BY SP5C/LDM

66-2554-1316	
FEDERAL BUREAU OF INVESTIGATION	
JUL 21 1938 P. M.	
U. S. DEPT. OF JUSTICE	
TOLSON	GLAVIN

ORIGINAL FILED 66-1-1346

Mr. Tolson	_____
Mr. Nathan	_____
Mr. Tamm	_____
Mr. Clegg	_____
Mr. Coffey	_____
Mr. Crowl	_____
Mr. Dawsey	_____
Mr. Egan	_____
Mr. Foxworth	_____
Mr. Glavin	_____
Mr. Harbo	_____
Mr. Lester	_____
Mr. McIntire	_____
Mr. Nichols	_____
Mr. Tracy	_____
Miss Gandy	_____

PEF:EE

Time - 9:22 A. M.

July 13, 1938

MEMORANDUM FOR THE DIRECTOR

Re: Agents' Training School

At the above time Commander Nixon of the Navy Department telephonically communicated with me with regard to a letter forwarded to the Bureau by the Navy Department in which information was requested concerning the next FBI Agents' Training School.

I advised Commander Nixon that I was not in charge of this School but would be very glad to accomodate him by obtaining the information desired. Commander Nixon informed me that he wanted to know when the next FBI Training School would begin and if it would be possible to accomodate four men from his Department. He said that he wanted to know definitely whether these four men could be enrolled because, if not, they would have to receive other orders.

Respectfully,

/s/ P. E. FOXWORTH
P. E. Foxworth

ORIGINAL FILED IN 1-1546

RECORDED

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7-16-96 BY SP5CJW/MS

66-2554-1316
FEDERAL BUREAU OF INVESTIGATION
JUL 21 1938 P. M.
U. S. DEPARTMENT OF JUSTICE
CLERK

COPY

FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE
WASHINGTON, D. C.

CT:ACS

7-14-38

MEMORANDUM FOR THE DIRECTOR

Confirming our conversation of July 14th, please be advised that hereafter an appropriate letter of congratulations will be addressed to any employee who completes ten or twenty years of service in the field service of the Bureau. An appropriate memorandum will be forwarded to you concerning any employee completing a similar term of service who may be assigned to the SOG so that you may personally congratulate such employees.

CLYDE TOLSON

ORIGINAL FILED IN 66-1934-5793

RECORDED

66-2554-1317

✓

W. J. [unclear]

W. J. [unclear]

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 7/6/96 BY SP5/cl/oms

FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE
WASHINGTON, D. C.

July 7, 1938.

The Executive Conference, consisting of Messrs. Tolson, Nathan, Foxworth, and Glavin, considered a suggestion submitted by SAC Conroy to the effect that the Director might desire to personally congratulate each member of the Bureau at Washington on his or her fifth anniversary of service and to direct a communication to employees in the field who have a like amount of service. Mr. Conroy further suggests the Director might desire to repeat his congratulatory messages on the 10th, 15th, and 20th anniversaries.

With reference to personally congratulating employees assigned to the Seat of Government, the Conference was of the opinion that such a practice would place too great a burden on the Director. However, should the Director desire it, appropriate instructions will be issued to set up a tickler system and to notify the Director of approaching anniversaries of any of the employees assigned to the Seat of Government.

W. R. Glavin
Secretary

ORIGINAL FILED IN 66-1934-5793

66-2554-1317
FEDERAL BUREAU OF INVESTIGATION
U.S. DEPARTMENT OF JUSTICE
RECEIVED
JAN 10 1967
FBI - NEW YORK

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/6/90 BY SP5CJ/LMS

COPY

FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE
1206 Tower Petroleum Building,
Dallas, Texas.

July 1, 1938.

~~PERSONAL - CONFIDENTIAL~~

Director,
Federal Bureau of Investigation,
Washington, D. C.

DECLASSIFIED BY SP5C11DMS
ON 7/16/90 323,013

Dear Sir:

While en route from Washington, D. C. to Dallas, Texas, on the evening of June 18, 1938, I met Mr. T. J. MAJOR, document examiner of the Bureau, on the train. He was en route to Louisville, Kentucky, to testify in a case.

During my conversations with Mr. MAJOR, I learned that, although he had been in the service for over five years, he had never personally met you, except for a salutation which he received in the hall. Of course, I was aware of the fact that you are personally acquainted with his work, not only as a laboratory technician, but also as an artist for the Investigator. Mr. MAJOR expressed a desire to have a personal chat with you. He stated that he had nothing to talk about particularly, but that he just wanted to be able to say that he had met and talked with you. I told him that I was sure that it was an oversight and suggested that he see Mr. STANLEY TRACY upon his return to Washington, and I suggested that he explain the situation to Mr. TRACY just the way he had explained it to me. I told him that I was sure you would personally like to see and talk with him.

I am aware of how well you like to keep in personal touch with the individual employees of the Bureau - and with this in mind, I have a suggestion to make.

Very good & should be done. H" Possibly, you might desire to have a tickler system set up in your office, whereby it will be possible for you to personally congratulate each member of the Bureau at Washington, D. C., on their fifth anniversary of service, and to direct communications to employees in the field who have a like amount of service. This might be repeated on the tenth, fifteenth and twentieth anniversaries. I know that the employees at Washington, particularly the clerks, who have so little opportunity to meet you personally, would really be thrilled at being called to your office for such occasions.

66-1934-5793

66-2554-1317

RECORDED
INDEXED
JUL 1 1938
FBI - DALLAS
WJH
100-100000-100000

I know how the employees of the Bureau regard you for your thoughtfulness. I just thought that my suggestion may add a little touch to this.

With kind regards, I am,

Sincerely yours,

E. E. CONROY,
Special Agent in Charge.

EEC-kb

ORIGINAL FILED IN 66-1934

PEF:DM

July 19, 1938

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered the suggestion of Special Agent Hennrich that the field offices be instructed to index the motor numbers of all National Motor Vehicle Theft Act cases, in order that such cases involving the same subject matters might be more readily identified in the field offices. Occasions have arisen in the past where separate communications were received at a field office, one carrying a title of Unknown Subjects and bearing identifying data, including the motor number of the automobile which would be indexed, and the other indicating the names of the subjects, in which event the subjects would be indexed but the motor number would not. For this reason there have been some failures on the part of the field to consolidate investigative files.

Those in attendance at the conference, being Messrs. Tolson, Glavin and Foxworth, were unanimously in favor of instructing the field to index all motor numbers in NMVTA cases. There is attached a letter to all SACs for your approval.

Respectfully,
For the Conference

Clyde Tolson, Chairman

RECORDED

W. R. Glavin, Secretary

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/6/90 BY SP5CJL/oms

66-2554-1318
ORIGINAL FILED IN

66-2554-1318
JUL 24 1938
FBI - NEW YORK
FBI - BOSTON
FBI - PHOENIX
FBI - SAN FRANCISCO
FBI - SEATTLE
FBI - SPOKANE
FBI - WASHINGTON
FBI - WICHITA
FBI - WYOMING

COPY

July 5, 1938

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered a suggestion set forth in the report of the Quarterly Conference of Special Agents received from the Salt Lake City Office as follows:

1. Special Agent C. H. Olson suggested that where there are several subjects in a case and only one subject was dropped from the title of the report that it should not be necessary to set forth all the remaining subjects and their aliases. Agent Olson's idea was that this would save stenographic work particularly in those cases where the number of subjects and their aliases were numerous.

The Executive Conference disapproved of this suggestion feeling that it was valuable on these infrequent occasions to restate all the true names and all aliases of the subjects not only as a double check on the index system of the Field Office and the Bureau but also as an aid to the United States Attorney in preparing indictments.

2. It was recommended by the Agents attending the Conference that the Bureau notify Field Offices of the prosecutive results in those cases where Bureau Agents had been murdered or assaulted. It was pointed out by the Executive Conference that this information would be of interest to all Agents but that a release prepared by the Research Division entitled "Service Martyrs of the Federal Bureau of Investigation" answers the need for this data and such a release is prepared and furnished to the field offices. Therefore, it would appear unnecessary to make any duplication of effort in this connection.

In the event the Conference's recommendations are approved, a letter is being addressed to the Salt Lake City Office accordingly.

Respectfully
For the Conference

Clyde Tolson,
Chairman

RECORDED
W. R. Glavin
Secretary

Encl
cc Mr. Glavin

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323013
DATE 2/6/90 BY SP5C/LMS

66-2554-1319

FEDERAL BUREAU OF INVESTIGATION	
JUL 22 1938 A. M.	
U. S. DEPARTMENT OF JUSTICE	
TOLSON	FILE
W. R. GLAVIN	
W. J. CONNELLEY	
W. L. RORER	
W. H. C. WATKINS	

ORIGINAL FILED IN 66-2554-1319

FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE
WASHINGTON, D. C.

July 6, 1938

WRG:LN

MEMORANDUM FOR THE DIRECTOR

The Conference considered a suggestion submitted by Ione C. Morrissey, Stenographer, St. Paul Office, dated May 20, 1938, wherein she suggested that the office address of field divisions be eliminated from inter-division and Bureau correspondence, since, in some instances, the address is rather lengthy and requires two lines, whereas the city and state are sufficient to identify the sending office.

The Conference is of the opinion that this suggestion is desirable and recommends approval of it. If you concur, appropriate instructions will be issued the field in the next semi-monthly bulletin.

The Conference also considered a suggestion submitted by her that the Bureau furnish onion skin copies of the request for identification order form letters which are at the present time furnished to the field. The Conference was advised that onion skin copies of this form had not previously been sent to the field, however, manifold copies are being prepared at the present time and a sufficient supply will be forwarded to the field within the very near future. She has been so advised.

Those present were Messrs. Nathan, Tamm, and Glavin.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson, Chairman

W. R. Glavin, Secretary

O.K. - J.E.H.

RECORDED

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323013
DATE 7/6/90 BY SP5C110ms

66-2554-1320

FEDERAL BUREAU OF INVESTIGATION
U. S. DEPARTMENT OF JUSTICE

TOLSON
GLAVIN
FRANK

ORIGINAL FILED IN

66-1934-5678

Executive Conference

HHC:BG

July 19, 1938

MEMORANDUM FOR THE DIRECTOR

See
The Executive Conference recommended that at the speakers' table at the banquet Friday night, the following appear:

f
The Director
The Attorney General
Judge Holtzoff
The Toastmaster, Captain Callan
Chief of Police Travis, a class president
Detective Inspector Leslie, Honorary President of his class
Chief Investigator F. L. Matteson of Missoula, Montana,
the active President of the present class

In the event anyone other than Captain Callan is elected President of the Association Friday afternoon, the President will likewise be at the speakers' table, although it is believed now that Captain Callan will be the next President.

In the event any of the other class presidents presently absent arrive in time for the banquet, they, too, will be at the speakers' table.

It was recommended that all the other members of the Executive Conference and all the Bureau supervisors be given seats at the various small tables throughout the banquet room, with the police officers who are present. It was further recommended that the four members of the press, who are invited, likewise be placed at different tables as invited guests with Bureau officials and police officers present.

** F.B.I.N.P.A. associates*
It has been ascertained that the Pall Mall Room, where the luncheon and banquet were originally scheduled, has a good many columns in it, arranged in more or less "night club" fashion, so that everyone in the room would be unable to see the speakers' table. Therefore, arrangements have been made, if agreeable, for the luncheon to be held in this room and for the banquet to be held in the Raleigh Room which is also on the first floor and which is the main dining room. The air conditioning in this room is even better than in the Pall Mall Room. The Raleigh Hotel has agreed to close its main dining room for this purpose Friday evening.

RECORDED
&
INDEXED

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/6/90 BY SP5CJ/AMS

66-2554-1321
JUL 27 1938
TOLSON
E. A. TAMM
FOUR

ORIGINAL FILED IN 1-4-2135

Memo. for Director.

-2-

7-19-38.

At the luncheon, it will be recalled, there are no speeches scheduled by anyone. Therefore, there will be no speakers' table, although the same officials recommended for the speakers' table at the banquet will be seated at one table during the luncheon, and an announcement will be made at the conclusion of the luncheon that the banquet will be in the Raleigh Room on the opposite end of the lobby. Both of these rooms are on the first floor.

Those present were Messrs. Tolson, Glavin, Nathan, Foxworth and Olegg.

Respectfully,
FOR THE CONFERENCE,

Clyde Tolson,
Chairman.

M. A. Glavin,
Secretary.

Ok.

JEH.

cc-Mr. Glavin

Suggest we invite Col. Gates
Since press representatives
are to be present.

H.

BUDGET
RBI NATIONAL POLICE ACADEMY RETRAINING SCHOOL

Basis of 123 Trainees
50 Supervisors
Total 173

EXPENSES

For Wives and Families - Estimated 75.

- | | |
|---|-------|
| 1. Sight Seeing Tour - gas and oil and possible repairs - | 40.00 |
| Allowance to each Hostess for refreshments - | |
| \$2.00 for 21 | 42.00 |
| 2. National Symphony Orchestra Concert | |
| Reserved seats - 75 @ 50¢ | 37.50 |

For Trainees

- | | |
|--|--------------|
| 3. Reception at Willard Hotel | |
| Beer and canapes - | 130.00 |
| (Additional beer over 2 1/2 barrels extra) | |
| Cigars and Cigarettes - | 17.00 |
| Tips to Hat Check Girls - | 8.00 |
| 4. Luncheon Hotel Raleigh | |
| 173 @ \$1.00 - | 173.00 |
| Probable additional arrivals for reunion | |
| 20 @ \$1.00 - | 20.00 |
| Cigarettes - | 2.00 |
| Flowers - | 10.00 |
| Tips to waiters - | 18.00 |
| 5. Dutch Treat Banquet | |
| Additional Flowers - | 10.00 |
| Cigars and cigarettes - | 17.00 |
| Entertainment - Floor Show - | 100.00 |
| | Total 624.50 |

INCOME

- | | |
|--|--------------|
| Mr. Egan..... Executive Conference | 250.00 |
| Mr. Farnorth..... 19 Division Chiefs or Monitors on per diem | 190.00 |
| Mr. Glavin..... 27 Supervisors | 135.00 |
| Mr. Harbo..... 17 New Agents | 34.00 |
| Mr. Lester..... Profits on Dance | 180.00 |
| Mr. McIntire..... | |
| Mr. Nichols..... | |
| Mr. Tracy..... | |
| Miss Gandy..... | |
| | Total 709.00 |

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323013
DATE 7/16/90 BY SP5C/110MS

66-2554-1322

Mr. Tolson.....
Mr. Nathan.....
Mr. Tamm.....
Mr. Clegg.....
Mr. Coffey.....
Mr. Crowl.....
Mr. Dawsey.....
Mr. Egan.....
Mr. Farnorth.....
Mr. Glavin.....
Mr. Harbo.....
Mr. Lester.....
Mr. McIntire.....
Mr. Nichols.....
Mr. Tracy.....
Miss Gandy.....

HHC:MM

July 14, 1938

MEMORANDUM FOR THE DIRECTOR

ENTERTAINMENT FOR TRAINEES AND THEIR FAMILIES

EIGHTH SESSION AND RETRAINING SESSION
Of The
FBI NATIONAL POLICE ACADEMY

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 303013
DATE 7/6/96 BY SP5c/loms

The following is a suggested program of entertainment for the wives, mothers, children and other relatives who accompanied the trainees or retrainees to Washington.

Fifty-nine of them are known to be here at present. It is expected that there may be as many as seventy-five participating in some of these arrangements.

RECORDED

Friday Evening, July 15

Dance given by FBI Athletic Association at U. S. OF INVESTIGATION
Army-Navy Country Club.

Sunday, July 17 - (Trainees are at Camp Ritchie or Quantico)

1 PM to 6 PM - Sight Seeing.

Cars driven by Bureau Employees in charge of Mr. Glavin and Mr. Renneberger.
The following are Hostesses to accompany the various cars:

Rita L. Clayton
Marguerite Taylor
Barbara Griggs
Billie Biles
Amelia Myers Irwin
Marjorie Shermer
Ruth Laubinger
Virginia Lyles
Miriam Jackson
Lorena Lewis
Irene Jones

Della Sayre
Frances Lurz
Marguerite O'Neil
Caroline Jones
Thelma Dorsett
Bettie Renner
Grace Croyle
A. C. Shaffer
Dorothy Morton
Kitty Henley

o Executive Conference

ORIGINAL FILED IN 1-2144

66-2554-1323

JUL 27 1938

SOLOMON
JUL 27 1938

W. H. H. S.

W

Director

- 2 -

July 14, 1938

(Sunday, July 17 - continued)

8 PM - National Symphony Orchestra Concert at Watergate.
Tickets for reserved seats to be furnished those
desiring to attend.

Monday, July 18

2 PM - Tour of the FBI in small groups.

Friday Evening, July 22 - (While Trainees are at Banquet)
Tickets to Capitol Theatre.

For the FBI National Police Academy Retraining School and
Current Class:

Wednesday, July 13

Photographs of Group
Tour of the FBI

Friday, July 15

5 PM - Reception with beer and canapes at Willard Hotel
Evening - Dance at Army-Navy Country Club by FBI Athletic
Association

Friday, July 22

12 PM to 2 PM - Luncheon at Raleigh Hotel - Pall Mall Room.
(No speeches of any kind)

2 PM to 5 PM - Reunion of FBI National Police Academy
Associates

7:30 PM - Dutch Treat Banquet at Raleigh Hotel
Pall Mall Room

Floor show
Introduction of Class Presidents
Talks by the Director, Judge Holtzoff and
President of the FBI National Police
Academy Association.

There is attached hereto an estimated budget for the listed
entertainment.

Those participating in the initial discussion and
selection of events were Messrs. Tolson, Glavin, Foxworth and Clegg.

Director

- 3 -

July 14, 1938

The budget and final selection of places have been approved by Messrs. Tolson, Glavin and Clegg.

Respectfully,
For the Conference

Clyde Tolson,
Chairman.

W. R. Glavin
Secretary.

Enclosure.

cc: Mr. Glavin

REC:BG

July 20, 1938

MEMORANDUM FOR THE DIRECTOR

During the consideration of the applications to attend the August 29 session of the FBI National Police Academy, the application of the Norfolk, Virginia, Police Department to send a second representative to this school was given consideration.

The Executive Conference was of the opinion that until an announcement had been made that a second representative would be acceptable from a department which has already been represented, it would be well not to consider favorably this application for the next school, beginning August 29, 1938, but when it was decided a second representative could be considered, since there are other departments which have previously requested permission to send a second representative, that an announcement would be made and the Bureau would not subject itself to criticism.

Those present were Messrs. Tolson, Glavin, Nathan, Foxworth and Clegg.

Respectfully,
FOR THE CONFERENCE

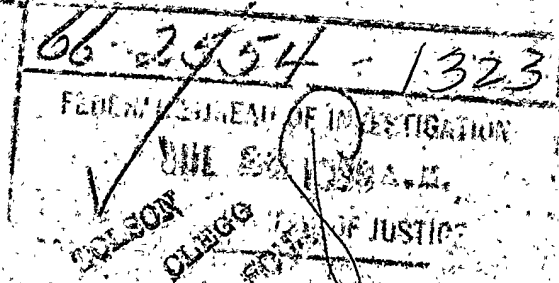
Clyde Tolson
Chairman

F. R. Glavin
Secretary

cc-Mr. Glavin

RECORDED

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323013
DATE 7/6/90 BY SP5/oms



ORIGINAL FILED IN 1-865-15

PRF:DM

July 19, 1938

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered the attached proposed bulletin to the field instructing that no investigations are to be made of possible violations of the Securities Act of 1933 but that when any information is received concerning such violations, it is to be referred to the nearest field division of the Securities and Exchange Commission. This was the recommendation made by the Criminal Division of the Department and concurred in by Mr. Keenan. Those in attendance at the conference, being Messrs. Tolson, Glavin and Foxworth, were unanimously in favor of its issuance.

Respectfully,
For the Conference

Glyde Tolson, Chairman

W. R. Glavin, Secretary

RECORDED

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/16/90 BY SP5c/lbm/s

66-2554-1324	
FEDERAL BUREAU OF INVESTIGATION	
JUL 23 1938 A.M.	
U. S. DEPT. OF JUSTICE	
TOLSON	GLAVIN
FOUR	FILE

ORIGINAL FILED IN

62-26709-208

8
WRG:MTS

July 19, 1938

MEMORANDUM FOR THE DIRECTOR

Re: Blackjacks

The Executive Conference was advised by Mr. Glavin that he had made available to the various firearms experts in the Bureau the different types of blackjacks on which bids had been secured.

Messrs. Baughman, Gurnea, Nitschke, and Wiley were unanimously of the opinion that the nine inch Fursnow blackjack should be secured for Bureau use. They were further of the unanimous opinion that the strap on the blackjack should be eliminated, inasmuch as they believed the strap was undesirable.

There is attached hereto a sample of the blackjack approved by the aforementioned Agents and the Conference unanimously recommends that this type of blackjack be approved for use and that an appropriate order be placed. Those present at the Conference were Messrs. Tolson, Nathan, Clegg, Foxworth, and Glavin.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 7/6/90 BY SP5CMB/MS

RECORDED

66-2554-1325

FEDERAL BUREAU OF INVESTIGATION
JUL 29 1938
U.S. DEPT. OF JUSTICE
TOLESON
CLERK
FOUR

ORIGINAL FILED IN 62-31974-86

HHC:BG

July 19, 1938

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered the suggestion of Special Agent in Charge Guinane that the Bureau no longer give training in or utilize drums in machine guns. This matter was referred to Messrs. Curnea, Nichols, Tamm and Tully and they have unanimously joined the recommendation that this equipment no longer be used and that training no longer be given with such equipment. It is invariably the practice in the field to use machine gun clips instead of drums as the drums are awkward to handle, since the drum springs are not wound, and therefore are not available for emergency use, and the clips are more convenient, more easily carried, and therefore all training and practice should be concentrated on this type of equipment.

Those present were Messrs. Tolson, Nathan, Glavin, Foxworth and Clegg.

If this is approved, there is attached hereto a suggested bulletin accordingly, as well as a letter to Mr. Guinane.

Respectfully,
FOR THE CONFERENCE

Clyde Tolson
Chairman

RECORDED

W. R. Glavin
Secretary

cc-Mr. Glavin

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/6/90 BY SP5C110ms

ORIGINAL FILED IN 66-2554-1325X

P. O. Box 1276
OKLAHOMA CITY, OKLAHOMA

July 5, 1938

Director,
Federal Bureau of Investigation,
Washington, D. C.

Dear Sir:

It is noted that the new Firearms Instructions Course includes firing the Thompson Sub-machine gun with the use of drum magazines.

It is respectfully suggested for consideration by the firearms experts and the next conference of executives that the use of drums be entirely discontinued by the Bureau for the following reasons:

When a drum is kept in a field office properly, it is loaded but not wound. When necessary to go out on any investigation quickly, it is always possible that an Agent may insert this drum in the Sub-Thompson without some being wound and would make the gun absolutely inoperative for this reason, thereby causing a possibility of some Agent being killed simply because the drum was not wound.

To insure against this possibility, I believe most field offices have found it desirable to attach a written notice on the drum calling to the Agents' attention when taking the drum out of the office that the drum is not wound, but this precaution I am sure is not taken in all offices, and I believe there is always a possibility of some Agent being killed because of this.

The drum is awkward to handle during the day or night and would be particularly awkward to handle if it were necessary to travel through dense brush or to do any amount of climbing on a raid with this gun.

For the above reasons and because it is so convenient to carry six or eight of the twenty-shot clips in one's pocket, I recommend the abandonment of the use of the drum.

Very truly yours,

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 7/6/90 BY SP5C/LMS

EPG/ego

E. F. Guinane,
Special Agent in Charge.

ORIGINAL FILED IN 66-3760-2146

66-2554-1325X

HN:AMP

July 19, 1938

MEMORANDUM FOR THE DIRECTOR

The Executives' Conference considered the matter involved in the letter written by Special Agent in Charge W. V. McLaughlin, dated June 2, 1938, to the effect that it was his opinion that the Bureau is desirous of obtaining samples of handwriting in all matters involving threatening letters whether it appeared to come under the jurisdiction of the Bureau or not.

The Conference was unanimously of the opinion that it would not be desirable for any large mass of miscellaneous material to be inserted in the extortion file in the laboratory, inasmuch as this would have a definite tendency to over-saturate or choke the laboratory file with a mass of material that would render it incapable of proper manipulation in the handling of current material of definite or potential value.

The Conference was of the opinion that Mr. Coffey's recommendation should be adopted; that the file be restricted to anonymous letters received in unsolved kidnaping and extortion cases, plus the writing samples, where the Investigative Division desires, of fugitive criminals who may be reasonably suspected of writing extortion or ransom letters.

Messrs. Tolson, Glegg, Foxworth, Glavin and Nathan were present.

Respectfully,

Clyde Tolson,
Chairman

RECORDED

W. R. Glavin,
Secretary

Mr. Tolson _____
Mr. Nathan _____
Mr. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Crowl _____
Mr. Dawsey _____
Mr. Egan _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Harbo _____
Mr. Lester _____
Mr. McIntire _____
Mr. Nichols _____
Mr. Tracy _____
Miss Gandy _____

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/16/90 BY SP5G10ms

166-2554-1326

FEDERAL BUREAU OF INVESTIGATION

JUL 26 1938

RECORDED

W. R. Glavin, Secretary

TOLSON
NATHAN
TAMM
CLEGG
LAB
FIL

70

ORIGINAL FILED IN

100-13-360

PEF'VOT

July 18, 1938

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, composed of Messrs. Tolson, Nathan, Clegg, Glavin and Foxworth, considered the suggestion of Special Agent George A. Callahan that all appropriate information concerning the Rumrich espionage investigation currently being conducted by the New York Field Division be furnished the Agents in the Field. Callahan felt that the experiences of the Agents who conducted the investigation at New York City would be helpful to Agents who will have to conduct these investigations in the future.

It was pointed out that the developments in this case would be of no value to the Agents, the furnishing of such information might result in unwanted publicity, and that all publicity in this case was being handled by Mr. Gordon Dean. For these reasons, it is not believed desirable to furnish a summary concerning the information developed.

Respectfully
For the Conference

Clyde Tolson, Chairman

W. R. Glavin, Secretary

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/6/80 BY SP5C/lloms

RECORDED

66-2554-1327

FILED	SUB	OF	IN	COLLUSION
JUL 20 1938				
TOLSON				
CLEGG				
ONE FILE				

ORIGINAL FILED IN 66-1934-5796

FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE
607 U. S. Court House
Foley Square
New York, N. Y.

GAC:HB

June 20, 1938.

~~PERSONAL AND CONFIDENTIAL~~

Director
Federal Bureau of Investigation
Washington, D. C.

DECLASSIFIED BY SP5cll Dms
ON 7/6/90 323,013

Dear Sir:

Reference is made to your letter of June 1, 1938, requesting suggestions for the improvement of the Bureau service. It is believed advisable that all appropriate information concerning the espionage investigation currently being conducted by the New York office be furnished the agents in the Field. This should be done by a bulletin or by including a new section in the Manual of Instructions.

It is very probable that there will be more cases of this nature in the future, and it is believed that the experiences of the agents who conducted this investigation at New York City would be helpful to agents who will have to conduct these investigations in the future.

Very truly yours,

GEORGE A. CALLAHAN
Special Agent.

RECORDED

66-2554-1327	
FEDERAL BUREAU OF INVESTIGATION	
JUL 20 1938 A.M.	
U. S. DEPARTMENT OF JUSTICE	
INDEXED	FILE

ORIGINAL FILED IN 66-1734-5796

FEDERAL BUREAU OF INVESTIGATION

WASHINGTON, D. C.

HHC:MM

July 16, 1938

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered Mr. Clegg's memorandum for the Director of June 20, 1938 concerning first aid instruction.

The FBI National Police Academy receives a few hours instruction in first aid primarily for the purpose of acquainting them with the value of this type of training and further that the instructors of the American Red Cross are available in each state to be of assistance in conducting first aid training courses for their own personnel.

RECORDED

66-2554-1327

A more extensive course is not given because of the fact that many of those attending the Academy have already had this course from the Red Cross and because regular courses offered by the Red Cross for approximately twenty hours would make it necessary to delete what is believed to be more important subjects.

JUL 22 1938

TOLSON
CLEGG
FOUR

It was believed at the Conference that the arrangements for the Academy were, therefore, satisfactory.

As for the training school for new Agents, each class receives twenty hours instruction. They are given an examination on first aid by a representative of the American Red Cross. They then receive a card certifying their completion of this course. It is believed that this is satisfactory for the new Agents' schools.

As for retraining schools, five hours of instruction was provided to all retaining classes until one cycle of these schools was completed and it is the opinion of the Executive Conference that the amount of time that would be necessary to provide a more extensive course would be utilized at present more valuably on other subjects in the field of investigation and other phases of the Bureau's work. It was recommended by the Executive Conference therefore, with Messrs. Tolson, Glavin, Foxworth and Clegg being present, that the present program be continued if agreeable to the Director.

Respectfully,
for the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/6/90 BY SP5CJMS

cc: Mr. Glavin.

ORIGINAL FILED IN 100-31084-544

FEDERAL BUREAU OF INVESTIGATION

WASHINGTON, D. C.

HHC:RLC

June 20, 1938

MEMORANDUM FOR THE DIRECTOR

There is attached hereto a letter addressed to Dr. Robert Olesen, Assistant Surgeon General of the U. S. Public Health Service, by the secretary of the Civil Service Commission at Pittsburgh, Pennsylvania, calling the attention of Dr. Olesen that his name is listed in the Bureau's training school booklet as one of the visiting instructors.

Dr. Olesen forwarded his own letter to the Bureau with which the above mentioned letter was forwarded as an enclosure pointing out that Dr. Olesen is not connected with the Bureau's training school and it was thought that the Bureau would like to refer this letter to the agency which had succeeded the Public Health Service in imparting instruction to the training classes. He states that he was dropped as a member of the training school faculty without notice and without explanation and under the circumstance he suggested the Public Health Service be eliminated from the list of agencies participating in the organization of the training school.

In this connection you are advised that the Public Health Service has never been listed as an agency which gave instruction, although Dr. Robert Olesen, Assistant Surgeon General of the United States, is listed as one of the visiting lecturers on the subject of "First Aid".

RECORDED 66-2554-1537
To be perfectly frank, the first aid courses given by the Public Health Service were awful and all the Agents were complaining that it was a waste of time. This included retrainees, SACs and new Agents. It was necessary for them to shift lecturers frequently and the work was theoretical to a large extent. Even the practical work was of small amount of benefit.

As the Surgeon General of the Navy informed me, the Public Health Service is very satisfactory for establishing a quarantine but not for practical medical purposes.

Based upon the unsatisfactory condition of these lectures Bureau approval was obtained for contacting the American Red Cross and lectures constituting the regular practical first aid courses have been given by the American Red Cross before all new Agents' classes since that time. "First Aid" after the first year or cycle of retraining schools has not been repeated before the retraining schools. A few hours of fundamental first aid work to acquaint the police with what facilities the Red Cross offers to aid in their instruction is provided to the Police Academy students. The Bureau has therefore not dropped Dr. Olesen any more than it has dropped Commissioner Allman; Dr. Beeley; City Fire Marshall Brophy; Mr. Buzby of the Pennsylvania Railroad; Chief Greening; Lieutenant-Colonel Hatcher; Mr. Robert Livingston Johnston; Dr. Mark A. May; Dr. Elton Mayo and others on the list of visiting faculty members. Dr. Olesen has lectured more

Are we safe in discontinuing First Aid Instructions in our other schools?

H.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323013
DATE 7/11/90 BY SP5/CLM/S

ORIGINAL FILED IN 66-2554-1537

Memorandum for the Director.

-2-

June 20, 1938

frequently than any of those mentioned. He has not been called upon in recent months, however, for the reasons stated, but he is considered on the reserve list. Apparently he was not acquainted with the true situation and there is attached hereto a letter for this purpose.

Respectfully,

/s/ C

H. H. Clegg.

Enclosure.

HHC:MM

July 27, 1938

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, Messrs. Tolson, Glavin, Foxworth and Clegg being present, recommended, first, that because of the large number of vacations from July to September inclusive, no retraining schools be held during those months in order that the staffs of the field offices will not be reduced any more than necessary.

Second, that the Bureau not bring in employees for retraining more frequently than once each year.

Third, that new Agents be returned for retraining as soon as possible after they have had one year of experience in the field following their completion of the new Agents training courses.

If this is approved there is attached hereto a memorandum for the Chief Clerk's office accordingly.

Respectfully
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Enclosure
cc: Mr. Glavin

Mr. Tolson.....
Mr. Nathan.....
Mr. Tamm.....
Mr. Clegg.....
Mr. Coffey.....
Mr. Crowl.....
Mr. Dawsey.....
Mr. Egan.....
Mr. Foxworth.....
Mr. Glavin.....
Mr. Harbo.....
Mr. Lester.....
Mr. McIntire.....
Mr. Nichols.....
Mr. Tracy.....
Miss Gandy.....

RECORDED

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 353,013
DATE 7/6/90 BY SP5C/Loms

66-2554-1321	
FEDERAL BUREAU OF INVESTIGATION	
AUG 2 1938 A. M.	
U. S. DEPARTMENT OF JUSTICE	
TOLSON	FILE
W. R. GLAVIN	
CLEGG	
FOXWORTH	

ORIGINAL FILED IN 1-19-201

FEDERAL BUREAU OF INVESTIGATION

WASHINGTON, D. C.

JRG:MTS

July 14, 1938

MEMORANDUM FOR THE DIRECTOR

Confidential

The Conference, consisting of Messrs. Tolson, Clegg, Foxworth, and Glavin, considered the suggestion submitted by SAC J. E. Clegg of the Memphis Office that one small portable ultra-violet ray light, together with samples of rocks, be afforded to the Memphis Office for display purposes. At the same time the Conference also considered a like suggestion which had been advanced by SAC Ladd during his recent attendance at the SAC conference.

The Conference is of the opinion that these portable ultra-violet lights should not be furnished the field for either exhibit or practice purposes. It is believed that should an exception be made in one case it would be but a short time before requests of a like nature would be received from all field offices and it is not believed that the good accruing to the Bureau from having such exhibits in each field office would offset the expenditure for the exhibit.

SAC Clegg also requested that his office be furnished with one small glass walnut finish show case with samples of mouldage and plaster paris exhibits suitable for display. The Conference likewise recommended against such show cases and displays being included in the various field offices.

For your approval there are attached hereto communications to SACs Clegg and Ladd concerning this matter.

Respectfully,
For the Conference

RECORDED

166-2554-1330
Clyde Tolson
Chairman FEDERAL BUREAU OF INVESTIGATION

JUL 20 1938

W. R. Glavin
Secretary DEPARTMENT OF JUSTICE

O.K.

H. ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323013
DATE 7/6/90 BY SP5CUD/MS

TOLSON
FOUR
CLEGG
FILE

ORIGINAL FILED IN 66-6354-3

WRG:atw

May 14, 1938

MEMORANDUM FOR THE DIRECTOR

The Conference considered the type of blackjack to be furnished the various field offices. Recommendations had been secured from Messrs. Baughman, Nitschke and Walsh that a new type of blackjack of the type presently used by Special Agent Nitschke appeared to be the one most satisfactory and these Agents recommended its purchase.

Messrs. Nitschke, Walsh and Baughman all are of the opinion that there would be a greater spread through using the suggested blackjack and there would not be as much danger of critically injuring a person by its use. They pointed out that the springs in the present blackjacks used by the Bureau rust badly and the head of the jack is so small that it gives an excellent chance for producing a fractured skull when the jack is used.

Mr. Baughman believes that the blackjack submitted by Mr. Nitschke is a bit too large as to total length and recommends that a jack not over nine inches long with the same head spread be secured.

The sample blackjack has been delivered to the Director's office so that the Director might examine it should he so desire.

The Conference was of the opinion that in view of the fact that the three aforementioned Agents recommended its use that this blackjack be furnished to the various field offices. If you approve, an appropriate order will be placed.

Those present were Messrs. Nathan, Tolson, Tamm, Clegg and Glavin.

Respectfully submitted,
FOR THE CONFERENCE,

W. R. Glavin, Secretary.
Clyde Tolson, Chairman.

W. R. Glavin, Secretary.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 7/6/90 BY SP5CJ/oms

ORIGINAL FILED IN

62-51994-82

- Mr. Nathan
- Mr. Tolson
- Mr. Baughman
- Mr. Clegg
- Mr. Coffey
- Mr. Crowl
- Mr. Dawsey
- Mr. Egan
- Mr. Foxworth
- Mr. Glavin
- Mr. Harbo
- Mr. Hottel
- Mr. Lester
- Mr. McIntire
- Mr. Nichols
- Mr. Pennington
- Mr. Schilder
- Mr. Tamm
- Mr. Tracy
- Miss Gandy

66-2554-1331

RECORDS

AUG 1 1938

DEPT. OF JUSTICE

FILE

EPC:ON

July 16, 1938.

MEMORANDUM FOR THE DIRECTOR.

Re: Further Specialized Instruction
in Sound Equipment.

In connection with Special Agent Fagan's letter of June 17, 1938 in which he suggests that Special Agent H. A. Snow of the Birmingham Field Division be given sound recording training when such training is again conducted, Mr. Coffey makes the recommendation that a new group be trained in this work. There are presently eleven men qualified to handle the sound recorders. The Conference recommends that additional men be trained in a special sound recording instruction class to be conducted in the laboratory beginning Monday, July 25th, and continuing for approximately two weeks. The men recommended by the Conference for this training are listed below:

J. E. Brennan
N. H. McCabe
C. E. Pelletier
M. Price
H. G. Robinson
H. O. Schroeder
H. A. Snow

In the event you approve the Conference's recommendations a memorandum is attached hereto for your signature, addressed to Mr. Glavin and Mr. Crowl, instructing that the necessary orders be issued to bring these men into Washington at the time stated.

Those in attendance at the Conference were Messrs. Crowl, Foxworth, Nathan, and Tolson.

Respectfully,
For the Conference,

Clyde Tolson
Chairman

RECORDED
&
INDEXED

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/6/90 BY SP5CJL/oms

W. R. Glavin
Secretary

AUG 1 1938 P.M.

EPC
TOLSON
CLARK
LADD
NICHOLS
TRACY
Clegg
Glavin
Harbo
Rosen
Tamm
Trotter
Tele. Rm.
Holloman
Nease
Gandy

66-2554-1332

GT:ACS

July 18, 1938

Suggestion #160
E. F. Guinane, SAC,
Oklahoma City.

MEMORANDUM FOR THE DIRECTOR

The Executives' Conference, consisting of Messrs. Glavin, Nathan, Foxworth, Clegg, and Tolson, considered the suggestion of SAC Guinane covered in the attached memorandum from Mr. Nichols to Mr. Tolson dated June 23rd to the effect that each field office be furnished with a complete set of the names of persons in their districts who are maintained on the Bureau mailing list at the SOG.

The Conference feels that the amount of work involved would not be justified and points out that it has been the practice for the past two or three years when any letter is written to an individual advising him that his name is being placed on the mailing list, to send a copy of such communication to the interested field division. It is believed that it would be better for the SACs to suggest names of persons to be incorporated on the list unless their records show that that individual is already on the list and that if persons are suggested whose names already appear, this would mean less work than to yearly supply the field division with the full list of names of persons in their districts. A letter to Mr. Guinane is attached.

Respectfully,

Clyde Tolson,
Chairman.

W. R. Glavin
Secretary

Enclosure
(Outgoing letter)

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 333,613
DATE 7/6/96 BY SP5C110mS

RECORDED

66-2554-1332X
FEDERAL BUREAU OF INVESTIGATION
AUG 19 1938 A.M.
TOLSON
TAMM
FOUR
RMS. DIV.

LCS:AMP

July 19, 1938

MEMORANDUM FOR THE DIRECTOR

On July 16, 1938, Messrs. Tolson, Foxworth, Glavin and Nathan being present, the Executives' Conference considered the suggestion of Mr. Schilder to the effect that a Correspondence Section be initiated in the Identification Division.

The Conference unanimously decided to reject this suggestion, basing the rejection upon the reasons specified in Mr. Nathan's memorandum attached hereto.

A letter to Mr. Schilder is attached.

Respectfully,

Clyde Tolson,
Chairman

W. R. Glavin,
Secretary

Mr. Tolson _____
Mr. Nathan _____
Mr. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Crowl _____
Mr. Dawson _____
Mr. Egan _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Harbo _____
Mr. Lester _____
Mr. McIntire _____
Mr. Nichols _____
Mr. Tracy _____
Miss Gandy _____

RECORDED
INDEXED

66-2554-1373

FEDERAL BUREAU OF INVESTIGATION

JUL 28 1938 A.M.

U. S. DEPARTMENT OF JUSTICE

TOLSON

NATHAN FILE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/6/90 BY SP5C11DM5

ORIGINAL FILED IN 66-1631-5230

607 U. S. Court House,
Foley Square,
New York, New York.

FXO:RG

July 19, 1938

Director,
Federal Bureau of Investigation,
Washington, D. C.

Dear Sir:

Under separate cover I am forwarding to you what may be described as a tourniquet clamp, the product of the Universal RC Clamp Co. Inc. 82 the Flatiron Building, 175 Fifth Avenue, New York City.

This mechanical tourniquet has been presented gratis by Dr. M. L. Gottlieb of this city who felt that he saw in its several indicated uses a possible desirable addition to the Field Office equipment. The article is made to sell, he states, at about \$1.50 each.

Should you be interested, your further instructions regarding this equipment will be appreciated.

Very truly yours,

R. E. Vetterli,
Special Agent in Charge.

RECORDED

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 393,643
DATE 7/6/90 BY SP5CJL/MS

66-2554-1334

FEDERAL BUREAU OF INVESTIGATION	
JUL 23 1938 P.M.	
U. S. DEPARTMENT OF JUSTICE	
SEARCHED	FILE

66-2554-1334

HHC:MM

July 27, 1938

MEMORANDUM FOR THE DIRECTOR

7/28
The Executive Conference, Messrs. Tolson, Foxworth, Glavin and Glegg being present, examined the tourniquet clamp which was presented by Dr. M. L. Gottlieb of New York City and which is attached hereto.

There is a tourniquet furnished to field offices in the first aid kits and it was not believed that this particular clamp would be required.

The Executive Conference recommended that the clamp not be purchased. The New York office is being advised that the Bureau does not desire to make purchase of such equipment at present.

h
Respectfully
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Enclosure
cc: Mr. Glavin

lanchy
ms
RECORDED

X
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 333,013
DATE 7/6/90 BY SP2: 10ms

66-2554-1334

66-2554-1334	
SEARCHED	INDEXED
SERIALIZED	FILED

7/28
7/28

ORIGINAL FILED IN 66-1855-1-2023

HHC:RLC

July 8, 1938.

Those present:
Messrs. Tamm
Glavin
Nathan
Clegg

MEMORANDUM FOR THE DIRECTOR

Based upon inquiries by several Special Agents attending retraining schools the question arose as to whether the Bureau would furnish holsters for long barrel revolvers which are owned personally by Special Agents and also as to whether the Bureau would furnish special types of ammunition for Special Agents who own and use for official purposes weapons which meet Bureau requirements, but which require a special type of ammunition.

In each instance the Executive Conference opposed the policy of the Bureau furnishing such holsters and ammunition. It was believed that if a Special Agent desires to purchase his own gun he should purchase such equipment for it so long as the equipment was not standardized and issued by the Bureau for official purposes. To do otherwise, it would require that there be stocked several types of equipment which it is not believed would be desirable.

Respectfully,
For the Conference,

Clyde Tolson,
Chairman.

W. R. Glavin,
Secretary.

RECORDED

CC: Mr. Glavin.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/6/90 BY SP5CJ/oms

66-2554-1335	
FEDERAL BUREAU OF INVESTIGATION	
AUG 8 1938 A. M.	
U. S. DEPARTMENT OF JUSTICE	
TOLSON	FILE

ORIGINAL FILED IN 66-2760-2173

Mr. Tolson
Mr. Nathan
Mr. Tamm
Mr. Clegg
Mr. Coffey
Mr. Crowl
Mr. Dawsey
Mr. Egan
Mr. Foxworth
Mr. Glavin
Mr. Harbo
Mr. Lester
Mr. McIntire
Mr. Nichols
Mr. Tracy
Miss Gandy

H:G:MM

July 29, 1938

65-2554-1336

RECORDED
J

Mr. A. P. Kitchin
Federal Bureau of Investigation
U. S. Department of Justice
936 Raymond-Commerce Building
Newark, New Jersey

Dear Mr. Kitchin:

There will be forwarded to you within a few days a reproduction in moulage of the death mask of John Dillinger. This death mask should be delivered personally by a representative of your office to Mr. William Cacace of the Alpine, New Jersey Police Department.

It is understood that Mr. Cacace intends to place this mask in his laboratory at Alpine. In this connection you are advised that the Bureau has declined to furnish reproductions of this mask to graduates of the FBI National Police Academy or to others generally, but in view of the nature of Mr. Cacace's laboratory and in view of his urgent request, you may inform him that your office has been instructed to deliver this mask to him. He should keep the fact that he received a copy of this mask as confidential as possible. He may display it, of course, as much as he likes. However, the Bureau's purpose is to prevent the receipt of additional requests which would be embarrassing to refuse.

With assurances of my best wishes,

Sincerely yours,

John Edgar Hoover
Director

cc: Mr. Glavin

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/6/90 BY SP5C110MS

ORIGINAL FILED 67-29777-7019

July 27, 1938

MEMORANDUM FOR THE DIRECTOR

Mr. William Cacace of Alpine, New Jersey, following his completion of the FBI National Police Academy course, returned to his home town. An interested doctor provided him with laboratory equipment which Mr. Cacace set up in his attic. His attic had been previously arranged for laboratory work.

Mr. Cacace, while attending the retraining school recently, made a very earnest request that a death mask of John Dillinger be furnished him in order to complete his laboratory. He is offering these facilities to any Special Agent so that he can work in the laboratory without any interruption and in strictest confidence. He is also making this laboratory available to law enforcement officers in his part of the State. He feels that it would add to his laboratory to have this death mask.

The Executive Conference recommended that Police Academy graduates not be furnished with this death mask although many requested it. However, in this particular instance, the Conference believed that such a mask should be prepared and forwarded to the Newark office and the Special Agent in Charge should have this mask delivered to Mr. Cacace. The mask is being furnished for his laboratory with the understanding that this mask was not being supplied by the Bureau to all graduates of the Academy.

Those present were Messrs. Tolson, Glavin, Foxworth and Clegg. If this is approved a letter is being addressed to Mr. Kitchin and a memorandum to Mr. Coffey accordingly.

Respectfully
For the Conference

RECORDED

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Enclosures.

cc: Mr. Glavin

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323013
DATE 7/6/90 BY SP5C10MS

Mr. Tolson.....
Mr. Nathan.....
Mr. Tamm.....
Mr. Clegg.....
Mr. Coffey.....
Mr. Crowl.....
Mr. Dawsey.....
Mr. Egan.....
Mr. Foxworth.....
Mr. Glavin.....
Mr. Harbo.....
Mr. Ladd.....
Mr. McIntire.....
Mr. Nichols.....
Mr. Tracy.....
Miss Gandy.....

62-27797-7019
ORIGINAL FILED IN

66-2554-1336
AUG 3 1938
U.S. DEPT. OF JUSTICE
RECEIVED
LABORATORY
FILE

WRG:LN

July 9, 1938

MEMORANDUM FOR THE DIRECTOR

The Conference considered the gymnasium arrangements in the New York Office. The Conference was advised by Mr. Glavin that Mr. Vetterli had now perfected arrangements for one of the back elevators to be used by Agents of the New York Office in proceeding from the office space to the first floor rooms set aside for gymnasium purposes. He further advised that Mr. Vetterli assured him that by using this elevator which runs up to the space opposite that space occupied by the Accountants in the New York Office, the Agents proceeding to and from the gymnasium quarters would not find it necessary to go through any public corridors.

In view of the fact that these arrangements have been perfected by Mr. Vetterli, it is the Conference's suggestion that Mr. Goudge be instructed to proceed to New York, inspect the quarters, and upon his return to Washington, make recommendations as to the type of physical training to be inaugurated in that office.

Those present were Messrs. Tolson, Nathan, Foxworth and Glavin.

Respectfully,
FOR THE CONFERENCE

Clyde Tolson, Chairman

W. R. Glavin, Secretary

RECORDED
&
INDEXED

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 393,613
DATE 7/6/90 BY SP5/clm/s

66-2554-1337	
FEDERAL BUREAU OF INVESTIGATION	
AUG 2 1938 A. M.	
U. S. DEPARTMENT OF JUSTICE	
TOLSON	FILE
CLERK	
UNIT	
W. R. GLAVIN	

Speculation Conference
*New York Field Div

Mr. Tolson
Mr. Nathan
Mr. Tamm
Mr. Clegg
Mr. Coffey
Mr. Crowl
Mr. Dawsey
Mr. Egan
Mr. Foxworth
Mr. Glavin
Mr. Harbo
Mr. Lester
Mr. McIntire
Mr. Nichols
Mr. Tracy
Miss Gandy

66-27-8984

PEF:DM

July 18, 1938

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, composed of Messrs. Tolson, Nathan, Clegg, Glavin and Foxworth, considered the suggestion of Supervisor S. B. Landrum to the effect that each field office be furnished with a rubber stamp which would be used in forwarding newspaper clippings to the Bureau to indicate that matters within the Bureau's investigative jurisdiction were being handled by the field office. A number of field offices are presently using such a stamp.

The Conference did not feel that it was necessary to issue such stamps to each field office but believes that a letter to the various field offices calling attention to the desirability of indicating on the newspaper clipping whether the matter was being handled, would suffice. Such a letter is attached.

Respectfully,
For the Conference

Ulyde Tolson, Chairman

W. R. Glavin, Secretary

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/6/90 BY SP5CNDMS

RECORDED
INDEXED

66-2554-1338

FEDERAL BUREAU OF INVESTIGATION

AUG 3 1938 A. M.

U. S. DEPARTMENT OF JUSTICE

TOLSON
NATHAN
FOXWORTH
CLEGG
GLAVIN
LANDRUM

WRG:atw

July 27, 1938

MEMORANDUM FOR THE DIRECTOR

B
The Conference considered a suggestion that the detention rooms in the various field offices be equipped with Celotex or other sound-deadening material to insure the maximum results from microphone installations.

Mr. Glavin pointed out to the Conference that during the recent SAC Conference certain of the SACs had pointed out that without some sound-deadening material, it would not be possible to secure satisfactory reception from detention rooms in which microphones had been installed. The Conference was further advised that Mr. Coffey had suggested to the SAC Conference that Celotex or other sound-deadening material be installed in those detention rooms.

B
At the present time, the Bureau does not have before it any request from any SAC for the installation of such material and it is not believed that any instructions should go forward on the installation of such material until a specific request has been made to the Bureau. Each case will be handled as it comes up if you approve.

Those present were Messrs. Tolson, Nathan, Foxworth and Glavin.

Respectfully submitted,
FOR THE CONFERENCE

Glyde Tolson, Chairman

W. R. Glavin, Secretary

RECORDED
&
INDEXED

66-2554-1339
FEDERAL BUREAU OF INVESTIGATION
AUG 3 1938 P. M.

A
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 333,013
DATE 7/6/90 BY SP5CJL/DMF

66-2554-1339
TOLSON
GLAVIN
NATHAN
FOXWORTH
COFFEY
LABER
1/2

HHC:MM

July 18, 1938

Subject Number 66
Special Agent in Charge
J. H. Hanson

Those present were Messrs.

Tolson
Glavin
Nathan
Foxworth
Clegg

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323013
DATE 7/6/90 BY SP5/oms

MEMORANDUM FOR THE DIRECTOR

This employee suggests that the rule requiring that undeveloped leads be brought up to date in investigative reports be modified so that it will be unnecessary to send copies of the report to those auxiliary offices to which the undeveloped leads are being merely restated.

The majority of the Conference recommended against its approval. It was believed that most of the disadvantages will be eliminated by the requirement that this practice be followed only once each thirty days but it is believed that all offices where leads are outstanding should receive copies of the investigative reports when the leads are restated in such reports.

Mr. Glavin in dissenting from the majority view believes that this will reduce unnecessary typing and filing without reducing corresponding advantages.

The majority felt that this would keep the file up to date in all offices and would serve as a tickler as well as a follow up letter to the auxiliary offices.

If this is approved a letter is attached hereto addressed to Mr. Hanson Accordingly.

Respectfully,
For the Conference, J. OF INVESTIGATION

Clyde Tolson
Chairman

W. R. Glavin
Secretary

RECORDED

1 ENCL

Enclosure
cc: Mr. Glavin

66-1934-5708
ORIGINAL FILED IN

Los Angeles, California
June 16, 1938

Mr. J. E. Hoover, Director,
Federal Bureau of Investigation,
U. S. Department of Justice,
Washington, D. C.

Dear Mr. Hoover:

Reference is made to my letter of June 7, 1938, in response to yours of June 1, 1938, in which you seek suggestions for the improvement of the Bureau's service.

Your attention is invited particularly to Paragraph V of my letter, which in the manner that it is prepared is erroneous and confusing. The suggestion that I wish to make concerning the bringing up to date in an investigative report of all leads outstanding in a case is that the requirements in this connection be modified to the extent that all offices in which a case is pending be required to set out under the undeveloped leads all leads that are outstanding in their district. This, of course, means that the office of prosecution and the office of origin will do likewise. It is my recommendation that the latter two offices be required to bring up to date all leads outstanding in the case including, of course, those outstanding in other field offices. I do not believe, however, that the office of origin or the office of prosecution should furnish to all of the auxiliary offices a copy of the report that only brings up to date leads which have previously been set out. I personally feel that the office of origin should furnish to the office of prosecution, or vice versa, copies of the report but I do not believe that it is necessary to send to all of the auxiliary offices copies of the report since the auxiliary offices have previously been furnished with reports setting out the leads. It is my belief that the furnishing by the office of origin or prosecution of copies of reports to all of the offices does not perform any particular good and instead only requires in some instances the re-typing of a report in order to make available enough copies for all of the various offices. The Los Angeles office itself has had the experience on several occasions, in cases in which it was the office of origin or prosecution, in bringing up leads in this manner and it was necessary to either mimeograph the report or to make additional runs of it. I feel that our present system of tickling the

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 333,613
DATE 7/6/90 BY SP5C/LMS

RECORDED

6672554-1340

SEARCHED	INDEXED
SERIALIZED	FILED
JUN 18 1938	
F. B. I.	

66-1934-5908

ORIGINAL FILED IN 66-1934-5908

Mr. Hoover

6-16-38

Page 2.

office by the means of a routing slips is a sufficient reminder to an office to cover a lead as every office, I feel, covers its leads as promptly as is possible; and should it be that because of an error of some kind a case has been RUC'd when that should not have been done, a routing slip being used as a tickler is sufficient to correct the error.

Very truly yours,

J. H. HANSON
Special Agent in Charge

JHH:EG

HHC:MM

July 18, 1938

Subject Number 63
Special Agent
O. H. Patterson

Those present were Messrs.

Tolson
Glavin
Nathan
Foxworth
Clegg

MEMORANDUM FOR THE DIRECTOR

This employee recommends that after a report is typed, read and initialed by the stenographer that it should be returned then to the Special Agent who should be required to initial it before it goes to the Special Agent in Charge for signature.

The Conference opposes this suggestion. It has been found in the past that such a requirement would cause Agents to be called into the office during mid-afternoon in some instances to read their reports so that the mail could be signed and forwarded. Many reports are prepared in rough draft form which would further eliminate the necessity for the rule. Copies of the reports go into the field office files and are available for subsequent inspection by the Agent to whom the case is assigned. The Conference recommended unfavorably.

If approved there is attached hereto a letter addressed to Mr. Patterson advising him accordingly.

Respectfully,
For the Conference

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/6/90 BY SP5C/10ms

RECORDED

Elyse Tolson
Chairman

AUG 4 1938 A. M.

U. S. DEPARTMENT OF JUSTICE
W. R. Glavin
Secretary

FILE

Enclosure.
cc: Mr. Glavin

Mr. Tolson.....
Mr. Nathan.....
Mr. Tamm.....
Mr. Clegg.....
Mr. Coffey.....
Mr. Crowl.....
Mr. Dawsey.....
Mr. Egan.....
Mr. Foxworth.....
Mr. Glavin.....
Mr. Harbo.....
Mr. Lester.....
Mr. McIntire.....
Mr. Nichols.....
Mr. Tracy.....
Miss Gandy.....

66-2554-5738

9
HHC:EG

July 21, 1938

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered the suggestion of Mr. Mitschke that Special Agent (A) E. J. Armbruster no longer be required to take firearms training or to use firearms in view of his nervousness and the fact that his handling of these weapons while in a nervous condition might endanger the lives of others present. It was indicated that during a raid or other dangerous assignment it was possible others might be injured.

The Executive Conference recommended that in view of the advice of Mr. Mitschke, Mr. Armbruster's Special Agent in Charge be advised not to use him on raids until he had improved in the handling of firearms but since his physical examinations have shown no defects which would interfere with his use of firearms, the Conference did not recommend that training with firearms be discontinued by this Special Agent. It was felt that he should continue to receive close, special attention in order to endeavor to improve his efficiency in handling these weapons during training periods.

If this is approved, a letter is being addressed to the Washington Field Office and Mr. Mitschke.

Those present were Messrs. Tolson, Glavin, Nathan, Foxworth and Clegg.

Respectfully,
FOR THE CONFERENCE

RECORDED

Glyde Tolson
Chairman

W. R. Glavin
Secretary

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/6/90 BY SP5C10M5

cc-Mr. Glavin

66-2554-1342

FEDERAL BUREAU OF INVESTIGATION	
AUG 1 1938	
TOLSON	GLAVIN
FOOTNOTES	DATE, CLERK
PERSONNEL	

ORIGINAL FILED IN 66-2554-1342

RECORDED

66-2554-1342

HEC:BG

July 27, 1938

MEMORANDUM FOR MR. CLEGG

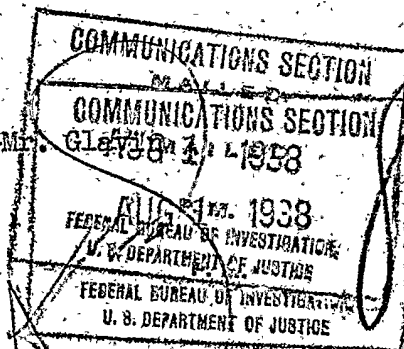
It is desired in the future that the conferences of Bureau officials and supervisors in Washington be held on a quarterly basis rather than a monthly basis. It is desired that at each quarterly conference arrangements be made to discuss changes in Bureau policies and changes in rules, regulations and instructions since the previous conference. It is also desired that a written examination be given, as at present, and the questions for this examination continue to be taken from the list of questions prepared for use by inspectors.

Respectfully,

John Edgar Hoover
Director

Mr. Tolson
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Miss Gandy

cc-Mr. Clegg



ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 33,613
DATE 7/6/90 BY SP5C/LDM/S

JOHN EDGAR HOOVER
DIRECTOR

Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.

HHC:BG

July 21, 1938

MEMORANDUM FOR THE DIRECTOR

Mr. Tolson	✓
Mr. Nathan	
Mr. Tamm	
Mr. Clegg	
Mr. Coffey	
Mr. Crowl	
Mr. Dawsey	
Mr. Egan	
Mr. Foxworth	
Mr. Glavin	
Mr. Harbo	
Mr. Lester	
Mr. McIntire	
Mr. Nichols	
Mr. Tracy	
Miss Gandy	

The Executive Committee recommended that monthly conferences of Bureau officials and supervisors be discontinued, both in Washington and in the New York office. Instead it was recommended that the practice be uniform at the Seat of Government and in the field that all conferences of Agents be held on a quarterly basis.

It was believed that the conferences on a quarterly basis would be more interesting than on a monthly basis, and it is believed that during the conferences for Seat of Government employees at Washington there should be a time devoted at each conference for a review of changes in policies and modifications of rules and regulations since the previous conference. It is believed further that an examination should be given, as at present, at the conference in Washington and that the questions for these examinations should be taken from the list of questions used by inspectors in the field.

All those present favored the suggestion, those present being Messrs. Tolson, Glavin, Nathan, Foxworth and Clegg. If this is approved, there is attached a memorandum for Mr. Clegg, as well as a letter to the New York office, accordingly.

Respectfully,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

cc-Mr. Glavin

RECORDED & INDEXED

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/6/90 BY SP5C/LDMs

RECORDED COPY FILED IN

66-2554-1343

U. S. DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION

AUG 3 1938 A. M.

TOLSON
MOORE
CLEGG
GLAVIN
NATHAN
PERSONNEL
FILE

HN:AMP

July 19, 1938

MEMORANDUM FOR THE DIRECTOR

The Conference considered the suggestion of Mr. Coffey, as per the attached memorandum, to the effect that the Bureau change its policy of restricting document examination work to United States Attorneys and any cases which they are about to prosecute, the Post Office Department, and the Labor and Education Committee of the U. S. Senate, and that it accept cases from State and local law enforcement agencies, make examinations but not testify.

The Committee was unanimously of the opinion that it would not be advisable at this time to change the Bureau's policy. In this connection it was understood at the time the change was made that employees were to be secured and properly trained in order that a sufficient number might be available to handle this work properly. The Conference understands that it has not yet been possible to secure additional employees and the Conference, therefore, recommends that an effort be made to secure from the Identification Division or elsewhere in the immediate future five employees; that they be trained for a sufficient length of time as to render them capable of performing document work and that when they are so capable, that the question again be presented as to any change to be made in the Bureau's current document examination policy. A letter to Mr. Coffey is attached.

Messrs. Tolson, Clegg, Foxworth, Glavin and Nathan were present.

Respectfully,

Clyde Tolson,
Chairman

E. R. Glavin,
Secretary

Mr. Tolson _____
Mr. Nathan _____
Mr. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Crowl _____
Mr. Dawson _____
Mr. Egan _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Harbo _____
Mr. Lester _____
Mr. McIntire _____
Mr. Nichols _____
Mr. Tracy _____
Miss Gandy _____

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 7/6/90 BY SP5CV10MS

RECORDED

66-2554-1344
FEDERAL BUREAU OF INVESTIGATION
AUG 4 1938 A.M.
U.S. DEPARTMENT OF JUSTICE
TOLSON
NATHAN
CROWE
GLAVIN
COFFEY
FOXWORTH
HARBO
LESTER
MCINTIRE
NICHOLS
TRACY
GANDY

ORIGINAL FILED IN 66-11-3021

HHC:RLC

July 28, 1938.

Those present:
Messrs. Tolson
Glavin
Nathan
Foxworth
Clegg

MEMORANDUM FOR THE DIRECTOR

The Executive Conference recommended that for the Police Academy session beginning August 29, 1938, the counselors be Special Agent M. J. Cassidy and Special Agent J. C. Strickland. In the event Agent Strickland is not available at this time, the next recommendation was Special Agent James W. Coulter.

In the event this is approved, there is attached hereto a memorandum for Mr. Glavin instructing that these employees be ordered to report to Washington in time for this duty.

Respectfully,
For the Conference,

Clyde Tolson,
Chairman.

W. R. Glavin,
Secretary.

Enclosure.

CC: Mr. Glavin.

Mr. Tolson.....
Mr. Nathan.....
Mr. Tamm.....
Mr. Clegg.....
Mr. Coffey.....
Mr. Glavin.....
Mr. Ladd.....
Mr. Egan.....
Mr. Foxworth.....
Mr. Glavin.....
Mr. Harbo.....
Mr. Lester.....
Mr. McIntire.....
Mr. Nichols.....
Mr. Tracy.....
Miss Gandy.....

RECORDED
&
INDEXED

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/6/90 BY SP5C110MS

66-2554-1345
FEDERAL BUREAU OF INVESTIGATION
AUG 3 1938 A.M.
U.S. DEPARTMENT OF JUSTICE
TOLSON
FOUR
CASSIDY
FILE

66-2554-1345
ORIGINAL FILED IN

HHC:RLC

July 8, 1938.

Those present:
Messrs. Tamm
Glavin
Nathan
Clegg

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered the suggestions submitted as a result of the clerical conference of the Salt Lake City Office.

Miss Jones, clerical employee in that office, suggested that when photostatic copies of exhibits were forwarded to the Bureau in lieu of original exhibits that they need not be registered.

The Executive Conference was informed that no difficulty was at present being experienced with this procedure and pointed out further that photostatic copies may at times be the only exhibits available and it was believed that the present procedure is best.

Miss Riley, a clerical employee in the Salt Lake City Office, suggested that when addressing letters to the Bureau and other field offices it would be a saving in time to omit the building address. This rule has already been adopted.

A letter is being addressed to the Salt Lake City Office accordingly, if approved.

Respectfully,
For the Conference,

Clyde Tolson,
Chairman.

W. R. Glavin,
Secretary.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 7/6/90 BY SP5CJL/MS

CC: Mr. Glavin.

RECORDED
&
INDEXED

Enclosure.

*Latterheads

Mr. Tolson
Mr. Nathan
Mr. Tamm
Mr. Clegg
Mr. Coffey
Mr. Crowl
Mr. Dawsey
Mr. Egan
Mr. Foxworth
Mr. Glavin
Mr. Harbo
Mr. Lester
Mr. McIntire
Mr. Nichols
Mr. Tracy
Mr. Gandy

66-2554-1346

FEDERAL BUREAU OF INVESTIGATION

AUG 4 1938 P. M.

U. S. DEPT. OF JUSTICE

TOLSON

WATKINS

TRACY

FILE

ORIGINAL FILED IN 1-28-31-20

HYC:BG

July 21, 1938

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered the suggestion of Mr. Mitschke that six medium-sized and six large-sized shooting coats be purchased to be used by Special Agents receiving firearms training, in order to reduce the bruises and shocks when firing the rifles and shotguns. Since the Agents do not shoot these weapons daily, their shoulders become badly bruised and extended firing makes their shoulders sore, causes them to flinch and thereby affects their scores. Mr. Mitschke suggested that samples be examined and approved before the purchases are made.

Those present were Messrs. Tolson, Glavin, Nathan, Foxworth and Clegg.

If this is approved, there is attached hereto a memorandum addressed to Mr. Glavin accordingly, as well as a letter to Mr. Mitschke.

Respectfully,
FOR THE CONFERENCE

Clyde Tolson
Chairman

E. R. Glavin
Secretary

cc-Mr. Glavin

RECORDED

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/6/98 BY SP5C110MS

66-2554-1347	
FEDERAL BUREAU OF INVESTIGATION	
AUG 5 1938 A. M.	
U. S. DEPARTMENT OF JUSTICE	
TOLSON CLEGG WHELAN	FILE

ORIGINAL FILED IN

66-2760-2176

PLF:DM

July 27, 1938

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, composed of Messrs. Tolson, Nathan, Clegg, Glavin and Foxworth, considered the suggestion of Mr. Jack West, Clerk in the Investigative Division, to the effect that information be furnished all Bureau employees who handle telephone calls, both at the Seat of Government and in the field, concerning Identification Orders issued for the Bureau of Narcotics. Mr. West felt that since there appears on the Identification Order the request that if anyone has information regarding the subjects, they please communicate it to the headquarters or any field office of the FBI, calls might be received some time and if the caller stated he wanted to report on a Narcotic matter, the same would not be accepted but could be referred to the Bureau of Narcotics.

The Conference was of the opinion that the clerical employees of the Bureau should not be required to possess information as to the fugitives wanted and the outstanding Identification Orders, and felt that even though a collect long distance telephone call were received in which the person stated he desired to furnish information concerning a Narcotic violator and such call was referred to the Bureau of Narcotics, no harm would result. It was further pointed out that there is available in each field office a file covering all Identification Orders which have been issued and this file is available to the field clerical employees. At the Seat of Government telephone calls such as described by Mr. West, are usually referred to someone in the Investigative Division and handled by them.

A letter of appreciation to the employee is attached.

Respectfully,

For the Conference

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323013
DATE 7/6/90 BY SP5C110ms

Clyde Tolson, Chairman

E. R. Glavin, Secretary

66-2554-1347X

RECORDED

AUG 20 1938 P.M.

DEPT. OF JUSTICE

INDEXED
FILED

ORIGINAL FILED
66-2554-1347X

July 14, 1938

MEMORANDUM FOR MR. TAMM

The following suggestion is respectfully submitted for your consideration.

From time to time I have been assigned to perform clerical duties on the Fugitive Desk and have had opportunity to note that certain subjects of cases not under investigation by this Bureau, but whose apprehension is sought by other Governmental agencies have, nevertheless, been circularized by the Federal Bureau of Investigation through the media of Identification Orders and Reward Notices. I refer specifically to Ralph Beckman, I.O.#1502, Isadore Cohen, I.O.#1503, and James Robert Hull, I.O.#1512. As you probably know, the first two named are narcotic violators, whereas the last subject is wanted by the Canadian authorities in connection with a grand larceny charge.

Being familiar with the policy of the Bureau, and the instructions given Communications Section employees in accordance therewith, of refusing all charges on collect incoming calls and telegrams unless they are pertinent to matter over which the Bureau has investigative jurisdiction, I suggest that information be furnished those employees who are in the habit of handling calls in the absence of agents or Bureau officials, both at the Seat of Government and in the field, so as to prevent the employee from rejecting information concerning violations which, though not patently within the Bureau's jurisdiction, are nevertheless ones in which the Bureau is interested.

For example, a collect long-distance call is received from an individual who, upon being questioned by the Bureau operator as to the nature of the information he possesses, advises that he is calling with respect to a Narcotic Law violator, Ralph Beckman, for instance. Pursuant to the switchboard operator's present instructions, he would refer the call to the Narcotic Bureau, advise the calling party that the FBI has no investigative jurisdiction over offenses of that character, and refuse charges. This, in spite of the fact that on the above described Identification Orders and Reward Circulars, the request is made that anyone who has information regarding the named subjects will please communicate it to the headquarters or any field office of the FBI, collect, setting out thereon the telephone numbers and addresses of all Bureau offices and headquarters for the convenience of the reader.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 7/6/90 BY SP5C11DMS

RECORDED

66-2554-1342

6/20/38

ORIGINAL FILED IN 62-36446-98

July 14, 1938

This situation could be remedied by the forwarding to each field division, as well as to employees of the Communications Section, copies of the appropriate Identification Orders or Reward Circulars for the particular attention of those above mentioned clerical employees who are apt to handle incoming communications on their own initiative, and who might be unacquainted with the fact that the Bureau is seeking the apprehension of individuals for certain other independent law enforcement agencies.

Respectfully,

Jack West

HHC:RLC

July 8, 1938.

Those present:
Messrs. Tamm
Glavin
Nathan
Clegg

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered the suggestion of Special Agent in Charge Hanson of the Los Angeles Office to the effect that inasmuch as the California state law requires that certified copies of commitment or judgment; certified copies of records showing the actual period of confinement in prison; certified copy of prisoner's fingerprints, photograph and other means of identification and certified copy of the register kept by the warden be submitted in evidence in order to prove a prior conviction in connection with the Habitual Criminal Statute that it would be desirable for the Federal Government to enact legislation that would permit the states to acquire more easily and from one centralized source all of these papers instead of having to obtain them from the courts, the Attorney General and the wardens of prisons. It was suggested that the legislation might designate the Attorney General or some other proper authority as an official authorized to certify all of these required documents as desired under California law.

The Executive Conference felt that it would not be desirable for the Bureau to seek such legislation. It was believed preferable for state laws to be modified since this would be an easier undertaking and it was recommended therefore that Mr. Hanson be advised that the Bureau did not desire to seek such legislation.

If this is approved, a letter is being addressed to Mr. Hanson accordingly.

Respectfully,
For the Conference,

Clyde Tolson,
Chairman.

RECORDED

& H. Glavin,
Secretary.

INDEXED JUL 8 1938

Enclosure.

CC: Mr. Glavin.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 333,013
DATE 7/6/96 BY SP5CJLDMJ

Mr. Tolson
Mr. Nathan
Mr. Tamm
Mr. Clegg
Mr. Coffey
Mr. Crowl
Mr. Dawsey
Mr. Egan
Mr. Foxworth
Mr. Glavin
Mr. Harbo
Mr. Lester
Mr. McIntire
Mr. Nichols
Mr. Tracy
Miss Gandy

66-2554-1341
TOLSON
HARRIS
JUL 10 1938
FBI

ERG:atw

July 27, 1938

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MEMORANDUM FOR THE DIRECTOR

The Conference considered a suggestion submitted by Agent I. E. Mitschke that the Bureau secure a "station wagon" to be used in transporting ammunition while Agents are undergoing firearms training and also that the "station wagon" be used for the automobile course.

The Conference was advised by Mr. Glavin that at the present time the Bureau has two trucks in this city that are available for firearms training periods and are at the present time used during such periods. It is not believed that the "station wagon" type of automobile is at all necessary. If you concur, the attached communication addressed to Special Agent Mitschke should go forward.

Those present were Messrs. Nathan, Tolson, Foxworth and Glavin and Clegg.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson, Chairman

W. E. Glavin, Secretary

66-19801

ORIGINAL FILED IN

66-2554-1347

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716190-SP5C110MS

66-2554-1347
AUG 2 1938
TOLSON
JUL 27 1938
JUL 27 1938

CFS:DLS

August 2, 1938

MEMORANDUM FOR MR. CROWL

Reference is made to attached memoranda by Messrs. ⁵⁰⁸⁵Hebben and Landrum and the ⁰Executive Conference regarding the keeping of a separate file for each classification handled by the Bureau and include therein all information relating to instructions, Bulletins, et cetera.

Please be informed we have at the present time a file which contains memoranda submitted by each Supervisor outlining the supervision, et cetera, to be given in connection with the handling of the various types of violation. This file is 66-6200 with appropriate sub for each classification. I believe this file number could be used for all Bulletins, et cetera. Please advise if this meets with your approval.

O.K.TJD

Respectfully,

C. F. Seyfarth

Notation:

All old bulletins should be placed in these files also in order that each file will contain complete information. I have instructed Mr. Seyfarth to take care of this

TJD

AHC

66-2354-1350

FEDERAL BUREAU OF INVESTIGATION
AUG 11 1938 P.M.
U.S. DEPARTMENT OF JUSTICE
FILE A

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323613
DATE 7/6/90 BY SP5CJ/MS

C O P

PEF:DM

JULY 25, 1938

45087

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, composed of Messrs. Tolson Nathan, Crowl and Foxworth considered the suggestion of Supervisor Gebben to the effect that the file room maintain a separate file for each classification handled by the Bureau and include in such file all information pertaining to instructions issued concerning the particular violation. It was felt that such a file would be of material assistance to new supervisors in reviewing pertinent instructions concerning the matters handled and would also be of assistance to others in that all general information concerning the particular violation would be included in one file.

Those in attendance at the conference were unanimously in favor of the adoption of the suggestion.

Respectfully,
For the Conference

Clyde Tolson, Chairman

W. R. Glavin, Secretary

ORIGINAL FILED IN 66-2554-1840

Zemchy
m. jr

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ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 333,013
DATE 7/6/90 BY SP5C/1073

66-2554-1350	
FEDERAL BUREAU OF INVESTIGATION	
AUG 2 1938 P.M.	
U. S. DEPARTMENT OF JUSTICE	
SEARCHED	INDEXED
SERIALIZED	FILED

COPY

SEL:TD

July 6, 1938

MEMORANDUM FOR MR. FOXWORTH

Reference is made to the memorandum of Mr. E. J. Gebben, dated June 16, 1938, to Mr. Tamm, which is attached hereto.

Pursuant to your instructions, inquiry was made of Mr. Carr, of the Files Section, for the purpose of ascertaining whether a separate file for each classification for appropriate pages of various Bureau Bulletins was maintained.

Mr. Carr advised that such files are not maintained and that Bureau Bulletins are merely filed in numerical order. However, he stated that each Bulletin is cross referenced with the various classifications to which it relates.

Respectfully,

S.B. Landrum

ORIGINAL FILED IN 66-2554-1340

RECORDED

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 3/6/90 BY SP5CJ/LMS

66-2554-1340	
FEDERAL BUREAU OF INVESTIGATION	
AUG 9 1938 P.M.	
U.S. DEPT. OF JUSTICE	
SEARCHED	INDEXED
SERIALIZED	FILED

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45089

EJG:LL

June 16, 1938

MEMORANDUM FOR MR. TAMM

I would suggest that consideration be given to the idea of maintaining a separate file for each classification handled by the Investigative Division and having arrangements made whereby the appropriate pages of the various Bureau bulletins which are issued would be detached and placed in their respective files. In some instances, information is contained in Bureau bulletins and never incorporated in the manual and, when a new supervisor is assigned to a desk, I believe such a file, containing pertinent information in bulletins previously issued, would be of assistance.

Respectfully

E. J. Gebben

ORIGINAL FILED IN 66-2554-1580

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7/6/90 BY SP3C/10ms

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66-2554-1580	
FEDERAL BUREAU OF INVESTIGATION	
AUG 9 1938 P.M.	
U.S. DEPARTMENT OF JUSTICE	
SEARCHED	FILE
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INDEXED	

FBI File Number 66-HQ-2554, Section 8

BHC:EG

July 30, 1938

Suggestion No. 46
Norman A. Tallier
Photographic Laboratory

Those present were Messrs.
Tolson
Glavin
Nathan
Foxworth
Clegg

MEMORANDUM FOR THE DIRECTOR

Employee suggests that all photographers of the Bureau's photographic staff be instructed as to proper presentation of testimony.

The Conference did not approve the suggestion as made but did recommend that Photographer Clark be given this type of training and that he participate in one of the moot court sessions of retraining schools in order that he might be trained accordingly.

A memorandum has been prepared for Mr. Coffey in this connection, if approved, and the employee is being advised of the action taken on his suggestion.

Respectfully,
FOR THE CONFERENCE

Glyde Tolson
Chairman

H. R. Glavin
Secretary

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 7/14/90 BY SP5CJL/MS

cc-Mr. Glavin

RECEIVED & INDEXED
FEDERAL BUREAU OF INVESTIGATION

AUG 11 1938 P.M.

DEPT. OF JUSTICE

FILE

REC:BG

July 20, 1938

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered the memorandum of the Director addressed to Mr. Clegg on July 9, 1938, following his conversations with various retrainees attending the Accountants' School. With reference to these suggestions, the Executive Conference recommends as follows:

(1) That additional retraining schools for accountants be held at an early date. Mr. Glavin advised the Conference that the next retraining school for Special Agent-Accountants would be called for August 8, 1938, after which it would be noted how many additional accountants there were to receive this training and another accounting school would be called at the earliest possible date. The Executive Conference approved this procedure.

(2) Concerning the desirability of accountants receiving a Certified Public Accountant's certificate, Mr. Pennington, Mr. Foxworth and Mr. Glavin were consulted. It has been pointed out by them that there are a few states wherein a CPA certificate is significant. In those states, of which New York is one, it is required that the accountant spend two years getting experience under another CPA before he is eligible to receive the certificate. This would be an impossible situation as far as the Bureau is concerned. In some states it requires a mere perfunctory arrangement, but a CPA certificate from such states is not looked upon favorably by those who are expert accountants. Mr. Pennington, Mr. Foxworth and Mr. Glavin recommended unfavorably with reference to the suggestion and Mr. Pennington pointed out that there were only a few instances wherein this question has arisen in the trial of a Bureau case and there was no instance, to his knowledge, where a Bureau case had been lost because the accountant testifying was not a CPA.

The Executive Conference further points out that the Bureau's work is different in that the employees are investigators rather than auditors; that the examination of the qualifications of accountant applicants and the subsequent appointment of the accountant and training of him as a Special Agent would place a stamp of expert accountancy upon him which would be recognized in any court, and it was not believed that the Bureau would be justified in permitting accountants

RECORDED

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HEREIN IS UNCLASSIFIED 328,513
DATE 7/6/90 BY SP5C110MS

16-2534-1351
FEDERAL BUREAU OF INVESTIGATION
AUG 10 1938
TOLSON
CLEGG
GLAVIN
PENNINGTON
FOXWORTH

ORIGINAL FILED IN 1-17-202

7-20-38.

to leave the service for two years to gain the experience under OPAs or in refusing to transfer accountants as the needs of the service demanded, either as a whole or on a fractional basis for periods of time, merely for the acquisition of this additional credential. It was further believed that in those states where it was easy to obtain a CPA certificate, the value of the certificate would be too negligible to be considered. This was therefore recommended unfavorably by Mr. Pennington, as well as the Executive Conference.

(3) Concerning the matter of affording physical training to employees in the field, the Executive Conference believed that it would be well for a letter to be addressed to all Special Agents in Charge, instructing them to make such arrangements as were practical so that those who were in a headquarters city might receive physical training periodically. It was believed, however, this training in the field should be voluntary and that if these programs were inaugurated, the field offices should inform the Bureau as to the procedures being followed so that the more valuable ideas could be relayed to other field offices. If this is approved, there is attached hereto a letter to all Special Agents in Charge, instructing them to make arrangements for this purpose. It is further believed that this training should be taken other than during regular office hours.

(4) Concerning the moot court work in retraining schools, Mr. Clegg pointed out that the suggestions and criticisms made by the retrainees were, in his opinion, justified in that all of the retrainees have not been furnished with separate copies of the reports upon which the trial was based. However, a number of copies were furnished to the prosecuting attorney and the defense counsel so that the facts were discussed by all members of the class who were sufficiently acquainted with the problems to testify intelligently. The reports are, in some instances, very voluminous and the object had been to reduce to a minimum the expense necessary for printing large quantities of these reports. However, it is believed that the additional reports should be printed as suggested, and this will be done, if approved.

With further reference to moot court work, it was pointed out that in each instance law-trained men served as prosecuting attorney and as defense counsel. Even in the accounting schools for retrainees there have been found a sufficient number of accountants who were law trained to serve both as defense counsel and as prosecutor. A member of the training staff has, in each instance, acted as judge. The Executive Conference believed that so long as a qualified class member could be found who had been trained as a lawyer or had experience as a lawyer, this procedure would be satisfactory, but otherwise the

members of the training staff or if necessary supervisors could be called in to serve in such capacity. This will probably be necessary in most of the future accounting schools.

With still further reference to moot court work, it has been pointed out that it has been impossible to find or imagine cases where all the witnesses (approximately 35 to 40 in number) could testify in the status of a Special Agent. Some of them have had to serve as witnesses, testifying as garage mechanics, as expert accountants, as bank officials, as managers of business concerns, as laborers in garages, as apartment house owners, etc. It is not believed, however, that any of the Special Agents, in acting the part which has been assigned to them, should try to act other than in a perfectly proper manner as a witness. If they do not do so, they will be criticized and instructed as to the proper procedure. The present plan of having them serve as witnesses in various capacities has appeared to be necessary because it was impossible to get a case where only Special Agents would testify and in each instance as a Special Agent. It was believed by the Executive Conference that this plan must, of necessity, continue but that proper decorum, attitude, voice, lack of bias and similar qualities should be displayed by the witnesses regardless of the capacity in which they serve.

(5) Concerning the comment that some of the Agents in retraining schools had not been given an opportunity to criticize the retraining course in class, it was noted they had stated that this had been provided on previous occasions. It is the policy of the Training Division during the panel forum by that division to discuss each of the various schools. Mr. Clegg pointed out that in every class when he had been present at these panel forums suggestions as well as criticisms had been invited and in many instances they have been given by class members with, in some instances, very valuable result. In the particular class in question it was believed Mr. Clegg was attending the Special Agents in Charge School, but orders are being issued to the other members in the Training Division that this practice is to continue.

(6) Concerning the recommendation that more time be given on the Practical Pistol Course, the Conference was informed by Mr. Clegg that it was necessary that all the employees fire all of the guns used by the Bureau during the firearms training period; that it is a rule that those who fail to qualify in all weapons are to be kept in Washington until they do qualify, any exceptions to be approved by the Director. This makes it necessary that the instructors spend a large portion of their time retraining those who fail to qualify the first, second or third time over any course, so that they can qualify before they leave Washington and within the four day period. This has, of necessity, shortened the amount of time over the Practical Pistol Course, particularly for those

Memo. for Director,

-4-

7-20-38.

who qualify the first time. Mr. Clegg recommended and the Conference agreed that in the future five days be devoted to firearms training at Quantico, with the same program as presently followed for four days and the additional day to be devoted exclusively to use in training with the pistol. This will require that the retrainees remain in Washington through Saturday instead of through Friday, as at present.

(7) Concerning the suggestion that accountants' retraining schools be given additional time on accountants' work, you are advised that at present the accountants take the same course as do the other Agents and in addition three extra days are spent exclusively on accounting problems. In view of the request for additional training, Mr. Clegg recommended and Mr. Foxworth was in agreement that an additional day devoted exclusively to accounting problems would be profitable, and the Conference agrees to this suggestion, if approved.

Those present were Messrs. Tolson, Glavin, Egan, Foxworth and Clegg.

Respectfully,
FOR THE CONFERENCE

Clyde Tolson
Chairman

E. A. Glavin
Secretary

cc-Mr. Glavin

ENC: ALC

July 8, 1933.

Those present:
Messrs. Tamm
Glavin
Nathan
Clegg

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered the suggestions received by Inspector Egan while inspecting the El Paso Office, first, that flashlights be maintained in each Bureau automobile and, second, that the El Paso Office be permitted to subscribe to out of town newspapers in the principal cities and the Bureau pay for these subscriptions.

It was pointed out by the Conference that there was no prohibition at present against flashlights being used in automobiles and at the same time there was no requirement that they be placed in each automobile and maintained there at all times. It is believed that this is a matter for decision by the individual field offices and there is no objection to taking the action suggested.

With reference to subscribing to out of town newspapers the Conference was advised by Mr. Glewin that these subscriptions could not be paid for, but that the purchase of papers for investigative purposes would be a reimbursable item.

In the event the above are approved, the El Paso Office is being advised accordingly.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 7/6/90 BY SP5G:ldms

Respectfully,
For the Conference,

Clyde Tolson,
Chairman.

R. R. Glavin, **GENERAL INVESTIGATIVE DIVISION**
Secretary.

RECORDED
&
INDEXED.

 $\text{OH}.$

JBH.

CC: Mr. Glavin.

Enclosure.

I do feel that a flashlight should be required to be kept in each Bureau car at all times.

H.

Mr. Tolson.....
Mr. Nathan.....
Mr. Tamm.....
Mr. Clegg.....
Mr. Coffey.....
Mr. Crowl.....
Mr. Dacey.....
Mr. Egan.....
Mr. Harbo.....
Mr. Lester.....
Mr. McIntire.....
Mr. Nichols.....
Mr. Tracy.....
Miss Gandy.....

66-2554-130
FEDERAL BUREAU OF INVESTIGATION
AUG 12 1938 A.M.
JULSON
JULSON
TRACE
FILE

HHC:BG

July 30, 1938

Suggestion No. 147
H. E. Andersen
Special Agent in Charge, Butte

Those present were Messrs.
Tolson
Glavin
Nathan
Foxworth
Clegg

MEMORANDUM FOR THE DIRECTOR

Employee suggests that when undeveloped leads are set out for other offices there be in the first paragraph of the details a case history of the violation. There is at present a requirement, of course, that when undeveloped leads are set out, sufficient information to enable the offices receiving the leads to intelligently develop such leads should be included in the report. It was not believed, however, that there should be a mandatory requirement for case histories to be set out in reports when undeveloped leads are sent to offices which have no previous correspondence regarding any particular case. The present arrangement seems to be entirely satisfactory.

The employee is being advised accordingly, if approved.

Respectfully,
FOR THE CONFERENCE

Clyde Tolson
Chairman

T. R. Glavin
Secretary

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 333,013
DATE 7/6/90 BY SP5C110M5

cc-Mr. Glavin

RECORDED

66-2854-1354

FEDERAL BUREAU OF INVESTIGATION	
AUG 16 1938 A.M.	
U.S. DEPARTMENT OF JUSTICE	
TOLSON	FILE

ORIGINAL FILED IN

66-2854-1354

HHC:MM

July 30, 1938

Subject Number 115
Special Agent
Samuel W. Hardy

Those present were Messrs.
Tolson
Glavin
Nathan
Foxworth
Clegg

MEMORANDUM FOR THE DIRECTOR

This employee suggests that a rubber stamp with the words "Bureau file No. ———" be prepared and placed on the inside file cover of each investigative case file so that easier reference might be made to it.

The Executive Conference disapproved the suggestion since letters from the Bureau concerning investigative cases bore the Bureau's file number and it was believed to be unnecessary that added clerical functions be required which would serve the same ends with reference to the Bureau's letters. Bureau letters, being original, would be among the few originals in the field office files and it would be comparatively easy, therefore, to find them.

If this is approved a letter is attached hereto addressed to Mr. Hardy accordingly.

Respectfully,
For the Conference

Clyde Tolson
Chairman

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/6/90 BY SP5CJL/oms

Enclosure.
cc: Mr. Glavin

RECORDED

165-2554-1355

FEDERAL BUREAU OF INVESTIGATION	
W. R. Glavin	SECRETARY
AUG 16 1938	
TOLSON	GLAVIN
FOUR	ONE

ORIGINAL FILED IN 66-1934-5702

Mr. Tolson.....
Mr. Nathan.....
Mr. Tamm.....
Mr. Clegg.....
Mr. Coffey.....
Mr. Crowl.....
Mr. Dawsey.....
Mr. Egan.....
Mr. Foxworth.....
Mr. Glavin.....
Mr. Harbo.....
Mr. Lester.....
Mr. McIntire.....
Mr. Nichols.....
Mr. Tracy.....
Miss Gandy.....

HHG:VG

July 30, 1938.

SUGGESTION #49

ROBERT E. LETHERT, SA

THOSE PRESENT:
Messrs. Tolson, Nathan,
Glavin, Foxworth & Clegg

MEMORANDUM FOR THE DIRECTOR

Employee suggests that a flashlight, fingerprint kit, and a box of regular .38 calibre ammunition be required for each Bureau automobile.

The Conference agrees that a flashlight should be placed in each automobile and if approved, this will be included in a general letter to the field.

It is not believed that the other items should be included. Instead of .38 ammunition the employee might use a .45 calibre automatic. He may have no need for a fingerprint kit. However these are in the office and if needed will be issued to employees.

Respectfully,

FOR THE CONFERENCE.

Clyde Tolson,
Chairman.

RECORDED & INDEXED

N. R. Glavin,
Secretary.

cc: Mr. Glavin

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 7/6/96 BY SP5C/LMS

66-2554-1356

U. S. DEPARTMENT OF JUSTICE

AUG 16 1938 A. M.

TOLSON TAMM CLEGG

Mr. Tolson
Mr. Nathan
Mr. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Foxworth
Mr. Hendon
Mr. Lester
Mr. Quinn
Mr. Nease
Miss Gandy

WRG:atw

July 29, 1938

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered a suggestion submitted by Mr. Crowl dated May 14, 1938, to Mr. Tolson, wherein he states that considerable difficulty has been experienced in connection with obtaining accurate information concerning kidnaping, extortion and bank robbery cases due to the fact that the chart books formerly kept by the Supervisors handling these types of cases have been discontinued as a result of an inspection in the Investigative Division. It was not possible to ascertain the number of persons in custody awaiting trial in these cases. He pointed out that it was difficult to secure the needed statistics in connection with convictions in such cases. He recommended that the chart book records be again maintained.

Mr. Tamm under date of June 8, 1938, in a memorandum to the Director recommended against the reinstatement of the chart books in question. The Director at that time requested that Mr. Tolson look into this matter. This matter had been held in abeyance pending the final discussion of the various matters of a statistical nature which were submitted to the Director on July 5, 1938 after consideration by the Executive Conference. The Executive Conference memorandum in question is attached hereto.

The attention of the Conference was invited to Items h, i and j of Item #4, wherein a recommendation had been made by the Committee to the Executive Conference that the total number of kidnaping cases and the number solved for the current year, as well as the total for all years since the passage of the law be recorded by the Investigative Division Supervisor. The same type of statistics were to be maintained by the Investigative Division Supervisor for bank robbery, bank burglary and bank larceny cases, also extortion cases.

The Conference approved the recording of the total number of the aforementioned cases and the Director concurred in a recommendation of the Conference agreeing with Messrs. Clegg and Glavin that there need not be any breakup of bank cases insofar as Federal Reserve Banks, National Banks or Federal Deposit Insurance Corporation Banks are concerned. This brought back to the Investigative Division Supervisor the keeping of a running total of statistics in kidnaping, bank robbery

Mr. Tolson
Mr. Nathan
Mr. Tamm
Mr. Clegg
Mr. Coffey
Mr. Crowl
Mr. Dawsey
Mr. Egan
Mr. Foxworth
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Tracy
Miss Gandy

RECORDED

FEDERAL BUREAU OF INVESTIGATION

NOV 29 1938

ALL INFORMATION CONTAINED
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DATE 7/6/96 BY SP5C10MS

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July 29, 1938

and extortion cases.

Attention is also invited to Item #7, sub-item (c) wherein the Committee had recommended to the Executive Conference that there be no records maintained as to the number of persons in custody awaiting prosecution in bank robbery cases but that if such information was desired in a particular case, such statistics could be obtained in a comparatively brief time by making examination of the file if it should be necessary.

When the Conference originally considered this item, Messrs. Tolson, Tamm, Nathan and Glavin favored continuing this type of statistics since they had been recorded previously and since the appropriation committees were usually interested in this type of data. Mr. Clegg was opposed to the suggestion due to the fact that it would require recording of statistical data by Supervisors and he felt that the value of recording these statistics would not be sufficiently compensated for by any value received from them and these were types of statistics which could not be kept by the Statistical Section.

The Conference was advised by Mr. Glavin that at the present time statistics concerning persons in custody in kidnaping, bank robbery and extortion cases are not being maintained and he recommended to the Conference that these statistics be given consideration at this time. Messrs. Tolson, Nathan, Foxworth and Glavin were of the opinion that these statistics are desirable statistics and are ones that are needed for appropriation matters and at other times when information is needed concerning the enforcement of the bank robbery, kidnaping and extortion laws. Mr. Clegg was opposed to the keeping of these statistics inasmuch as it would require the recording of the statistical data by the Supervisor and he felt that the value of recording these statistics would not be sufficiently compensated for by any value received from them and these were the types of statistics which could not be kept by the Statistical Section.

Respectfully submitted,
FOR THE CONFERENCE

O.K.- H.

Clyde Tolson, Chairman

W. R. Glavin, Secretary

July 5, 1938

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered the suggestions of Messrs. Harbo, Crowl and Clegg, designated as a Committee to consider the Bureau's program of recording statistical information. Its recommendations are as follows:

1. That the phraseology to be used in publications, releases and speeches to describe the percentage of convictions should be as follows:

"As a result of investigations conducted by the Federal Bureau of Investigation last year, a comparison of convictions with acquittals shows 94.67% convictions."

This was approved unanimously by the Executive Conference.

2. That the statistical data recorded by the Bureau be on a fiscal year basis from July 1 to June 30, based on the dates when court action is taken and on the dates when the recoveries are actually effected instead of the date of the investigative reports submitted by Special Agents.

Mr. Tolson	This will require the field offices to expedite reports
Mr. Nathan	containing statistical information submitted immediately
Mr. Tamm	after June 30 each year in order that all these reports may
Mr. Clegg	be forwarded by air mail to the Bureau on not later than
Mr. Coffey	July 10 following the termination of the fiscal year. This
Mr. Crowl	may make it necessary in some instances to submit a brief
Mr. Egan	report showing the record of court action promptly and a
Mr. Foxworth	more voluminous report, in rare instances, can follow in due
Mr. Glavin	course on a later date.
Mr. Harbo	
Mr. Lester	
Mr. McGuire	
Mr. Nichols	
Mr. Tracy	
Miss Gandy	

It will also mean that corresponding field offices have jurisdiction in Alaska, Hawaii and Puerto Rico will make arrangements to receive telegraphically from the clerk of the court in such territories a record of statistical data

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DATE 7/6/90 BY SP5C/LDM/S

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66-2554-1356 X

FEDERAL BUREAU OF INVESTIGATION

NOV 29 1938

U. S. DEPARTMENT OF JUSTICE

TOLESON
TAMM
CROSSLAND
FOXWORTH
GLAVIN
HARBO
LESTER
MCGUIRE
NICHOLS
TRACY
GANDY

ORIGINAL FILED IN 66-2362-111X

Director

- 2 -

July 5, 1938

as of the close of business June 30 on any cases pending court action in these territories.

It will also mean that for the period of July 1 to July 15 of each year all investigative reports will be routed by the Files Section first to the Statistical Division and then to the Investigative Division. This will involve a delay of no more than four hours in any instance, however. It is believed that this will provide an opportunity for the Statistical Division to submit to the Director the annual report of statistics on or before July 20.

This suggestion was unanimously approved by the Committee.

3. It is recommended that in publications, reports, releases and speeches that references to fines, savings and recoveries be made in the following phraseology:

The total amount of fines, savings and recoveries in cases investigated by the FBI for the past year, including fines imposed by the Courts, fraudulent claims defeated, savings effected for the Government, and the recovery of stolen property by Special Agents and cooperating local authorities, is \$41,438,370.22.

The above was unanimously approved by the members of the Conference.

4. It was recommended that the following statistics be compiled by the Statistical Division from investigative reports:

Mr. Tolson.....
Mr. Nathan.....
Mr. Tamm.....
Mr. Clegg.....
Mr. Coffey.....
Mr. Crowl.....
Mr. Davaley.....
Mr. Egan.....
Mr. Foxworth.....
Mr. Glavin.....
Mr. Harbo.....
Mr. Lester.....
Mr. McIntire.....
Mr. Nichols.....
Mr. Tracy.....
Miss Gandy.....

- (a) Convictions.
- (b) Acquittals.
- (c) Sentences - actual, suspended and probationary.
- (d) Fines.
- (e) Savings and recoveries.
- (f) Fugitives located.
- (g) Number and value of automobiles recovered in National Motor Vehicle Theft Act cases investigated by the Bureau.

July 5, 1938

- (h) The total number of Kidnaping cases and the number solved for the current year, as well as the total for all years since the passage of the law (to be recorded by the Investigative Division Supervisor).
- (i) The total number of Bank Robbery, Bank Burglary and Bank Larceny cases, the total number solved during the current year and the total for all years since the passage of the law (to be recorded by the Investigative Division Supervisor). These statistics are not to be divided, however, as to types of banks, such as Federal Reserve Banks, National Banks or Federal Deposit Insurance Corporation Banks.
- (j) The total number of Extortion cases and the number of such cases solved for the current fiscal year and the total for all years since the enactment of the law (to be recorded by the Investigative Division Supervisor).

The Executive Conference unanimously approved the recommendations insofar as it affects the items from (a) to (h) inclusive.

I agree
with Clegg.
H.

Concerning item (i), Mr. Clegg recommends favorably and all other members of the Executive Conference were opposed due to the fact that the Bureau had previously prepared statistics on the National Bank Act cases to show the division of results as to Federal Reserve Banks, National Banks or banks insured by the Federal Deposit Insurance Corporation. It was believed that this information would be valuable to the Director in order to show a continuity of the results under each classification of bank. Mr. Clegg's objection was based on his belief that the effort in maintaining the items separately would not be justified by the results and further that with the passing of time a need for such comparison would be eliminated.

Concerning item (j), all members of the Conference recommended that this item not be recorded, due primarily to the fact that the statistics have never been used and secondly due to the fact that so many extortion cases are unsolved, based upon the receipt of the letter making the demand and failure of any subject to show up at the payoff thereby making the statistics which would be prepared show unfavorable results which would require too much explanation.

Mr. Tolson.....
Mr. Nathan.....
Mr. Tamm.....
Mr. Clegg.....
Mr. Coffey.....
Mr. Crowl.....
Mr. Dawsey.....
Mr. Egan.....
Mr. Foxworth.....
Mr. Glavin.....
Mr. Harbo.....
Mr. Lester.....
Mr. McIntire.....
Mr. Nichols.....
Mr. Tracy.....
Miss Gandy.....

July 5, 1938

5. It is recommended that for the period of one year ending June 30, 1939, the Statistical Division continue to record the following types of statistics from investigative reports:

Reasons for closing cases prior to trial, subdivided by offenses and by Field Office.

Convictions subdivided to show guilty pleas and those found guilty upon trial.

Acquittals subdivided as to those by jury and those by Court.

Nolle Prosses.

No bills.

Dismissals by United States Attorney.

Discharges by United States Commissioner.

Releases to State authorities.

Releases to other Federal Agencies.

Death of Subject.

The above information is shown by type of crime and by Field Office Districts.

The limitations as to time concerning the above statistics was due to the limited value which had been obtained to date from these items. It was believed that by furnishing Supervisors with a mimeographed list of such statistics they could follow up individual offices and individual cases and classifications of cases in such a manner as to attain constructive results.

The above recommendation was approved unanimously by the Committee.

6. It was recommended by the Committee that statistical data be recorded by the Statistical Division which would enable the Bureau to have available the same type of statistics concerning Bureau cases as are now required from Police Departments to satisfy the Uniform Crime Reports system.

It was argued that these statistics need not be published but that it would eliminate any possible criticism of the

Mr. Tolson.....
Mr. Nathan.....
Mr. Tamm.....
Mr. Clegg.....
Mr. Coffey.....
Mr. Crowl.....
Mr. Dawsey.....
Mr. Egan.....
Mr. Foxworth.....
Mr. Glavin.....
Mr. Harbo.....
Mr. Lester.....
Mr. Malone.....
Mr. Nichols.....
Mr. Tracy.....
Miss Gandy.....

Director

- 5 -

July 5, 1938

Bureau for not keeping such statistics and that it appeared likely that some day such statistics might be required on the part of Federal Agencies.

Mr. Harbo has advised that he believes no additional personnel would be required to compile this data which would be as follows:

- (a) Number of complaints received during period.
- (b) Number of unfounded complaints.
- (c) Number of actual offenses (the difference between "a" and "b").
- (d) Number of complaints cleared by arrest.
- (e) Number of persons arrested.
- (f) Number of convictions (which is a figure already being compiled and will merely have to be re-tabulated in this particular compilation).

I agree with majority. H.

The majority of the Committee felt that this would be a progressive step. Mr. Nathan favored the suggestion only with the provision that no additional clerical assistance would be needed in the Statistical Division and no additional work in the Field would be required, which of course, is in accordance with the contemplated plan.

Mr. Tamm opposes this suggestion feeling that it would be unnecessary, and further, since unfounded complaints received by the Field Offices are not made the subject of the report to the Bureau, when the essential elements of the violations were not shown it would be obvious that the Bureau's record would not be complete. It was pointed out, however, by the majority, that the record of these unfounded complaints would not affect the value of the statistics because no computations are made based on unfounded complaints and only the net complaints or unfounded complaints therefore have any significance and these are recorded in the Bureau's investigative reports.

7. (a) The Committee recommended that the Bureau no longer record the number of subjects killed, the number of subjects who are insane and the number of subjects who are suicides, subdivided into National Bank Robbery violations as to Federal Reserve Banks, National Banks and Federal Deposit and Insurance Banks.

Mr. Tolson.....
Mr. Nathan.....
Mr. Tamm.....
Mr. Clegg.....
Mr. Coffey.....
Mr. Crowl.....
Mr. Dawsey.....
Mr. Egan.....
Mr. Fairbroth.....
Mr. Glavin.....
Mr. Harbo.....
Mr. Lester.....
Mr. McIntire.....
Mr. Nichols.....
Mr. Tracy.....
Miss Gandy.....

July 5, 1938

Messrs. Tolson, Tamm and Glavin opposed this suggestion on the basis that it did show the disposition of certain subjects involved in such cases.

Messrs. Nathan and Clegg favored the suggestion that this type of record no longer be maintained due to the fact that the number of cases solved is the significant thing and the number of subjects and the individual disposition of them is of too limited value to make of record.

I Agree.
H.

7. (b) It was recommended that in National Bank Robbery cases there be no break-up of statistical data applicable to each type of bank, that is, Federal Reserve Banks, National Banks and Federal Deposit Insurance Corporation Banks.

I agree
with
minority.H.

Messrs. Tolson, Tamm and Nathan favored retaining these statistics. Mr. Glavin entered the Conference prior to the consideration of this suggestion and he and Mr. Clegg favored the elimination of such statistical data feeling that the cost of recording was not equal to the value.

7 (c) It was recommended by the Committee that there be no records maintained as to the number of persons in custody awaiting prosecution in Bank Robbery cases but that if such information was desired in a particular case at any given time such statistics could be obtained in a comparatively brief time by making an examination of the file that should be necessary.

Messrs. Tolson, Tamm, Nathan and Glavin favored continuing this type of statistics since they had been recorded previously and since the appropriation committees were usually interested in this type of data.

Mr. Clegg was opposed to the suggestion due to the fact that it would require the recording of statistical data by Supervisors and again he felt that the value of recording these statistics would not be sufficiently compensated for by any value received from them and these were types of statistics which could not be kept by the Statistical Section.

I agree with
Clegg. H.

Mr. Tolson.....
Mr. Nathan.....
Mr. Tamm.....
Mr. Clegg.....
Mr. Coffey.....
Mr. Crowl.....
Mr. Dawsey.....
Mr. Egan.....
Mr. Foxworth.....
Mr. Glavin.....
Mr. Harbo.....
Mr. Lester.....
Mr. McIntire.....
Mr. Nichols.....
Mr. Tracy.....
Miss Gandy.....

7 (d) It was recommended that the monthly printed report prepared in the Research Division based on statistics recorded in other Divisions of the Bureau be discontinued and that in lieu of this monthly report that a quarterly report be prepared, printed and furnished to all Field Offices and to all Supervisors. It is to be pointed out, however, that the Statistical Unit can total the various types of statistics in a

July 5, 1938

comparatively short period of time if the Director should have a special occasion to need such data in preparation of any address or release.

This suggestion was unanimously approved.

7. (e) It was recommended by the Committee that the recording and tabulating of the sources of complaints, that is, whether from police or private citizens, which was begun last February, be discontinued. It was believed unanimously by the Executive Conference that these statistics were too limited in value to continue and therefore the suggestion was unanimously approved.

8. State Court Statistics:

(a) It is believed that there should be recorded and tabulated and reported in the annual report, as a separate item, the results of State Court prosecutions in those cases in which experts from the Bureau's Laboratory or Fingerprint Identification Division have given expert testimony as a witness for the prosecution when there has been no investigative work performed by any Special Agents of the Bureau.

(b) The result of State Court actions should be recorded and tabulated as a separate item, to be included in the annual report and in statistical releases, when the case was investigated by the Bureau and the evidence was made available to the State prosecutor or when testimony is given in the State Court by a Bureau employee. It is believed that these particular statistics should be identified definitely as State Court statistics in which evidence or testimony has been furnished by the Bureau as an aid to the State prosecution.

Although Mr. Harbo is in favor of recording these statistics, he does desire to indicate his opposition to the publication in reports and releases of the State statistics. He believes that it would be preferable to examine the yearly tabulation of State Court statistics before any decision is reached with reference to their publication.

Mr. Tolson
Mr. Nathan
Mr. Tamm
Mr. Clegg
Mr. Coffey
Mr. Crowl
Mr. Eawsey
Mr. Egan
Mr. Foxworth
Mr. Glavin
Mr. Harbo
Mr. Lester
Mr. McIntire
Mr. Nichols
Mr. Tracy
Miss Gandy

Director

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July 5, 1938

(c) It is not believed that any Bureau Agent, Laboratory of Identification Division employee should, after his testimony, wait in the place where the prosecution is being held solely for the purpose of finding out the result of the prosecution. Such statistical data when not otherwise available should be obtained by correspondence.

Respectfully,
For the Conference,

Clyde Tolson,
Chairman.

W. R. Glavin,
Secretary.

cc: Mr. Glavin

Notation:

I approve all except where
indicated specifically. H.

Mr. Tolson
Mr. Nathan
Mr. Tamm
Mr. Clegg
Mr. Coffey
Mr. Crowl
Mr. Dawsey
Mr. Egan
Mr. Foxworth
Mr. Glavin
Mr. Harbo
Mr. Ladd
Mr. Nichols
Mr. Tracy
Miss Gandy

BHC:EG

July 30, 1938

ay
Suggestion No. 50
J. Burke Drury
Chief Clerk, Washington Field Office

Those present were Messrs.

Tolson
Glavin
Eathan
Foxworth
Clegg

MEMORANDUM FOR THE DIRECTOR

Employee suggests that the office filing wanted notices communicate with the office requesting such notices at intervals to determine if the "flash" should be retained.

The Conference points out that there is no objection to this but does not believe it should be adopted as a routine practice or procedure. The Special Agent in Charge should, of course, once every thirty days make a check of these wanted notices and take such action as the facts may justify in each instance.

The employee is being advised accordingly, if approved.

Respectfully,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

cc-Mr. Glavin

RECORDED

66-2554-1357

FEDERAL BUREAU OF INVESTIGATION	
AUG 16 1938 P. M.	
U. S. DEPT. OF JUSTICE	
TOLSON	FILE

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DATE 7/6/90 BY SP5CJ/10MS

ORIGINAL FILED IN 66-1934-5730

HHC:EG

July 30, 1938

Suggestion No. 142
Mr. J. H. Hanson
Special Agent in Charge, Los Angeles

Those present were Messrs.
Tolson
Glavin
Nathan
Foxworth
Clegg

MEMORANDUM FOR THE DIRECTOR

(1) Employee suggests a modification of the rule concerning the bringing forward of undeveloped leads so that only those leads in a field office district will be brought forward and not those for other districts. In this connection the Conference has previously recommended a procedure whereby it will be unnecessary to bring forward undeveloped leads more frequently than once each thirty days, which it is believed will eliminate the necessity for the suggestion.

(2) Employee suggests that the margins of the first paragraph of the details of reports not be indented as they appeared in the sample forms recently sent to the field. The Conference points out that these forms were merely suggestive and that the margins may appear in either block style typing or in the form of indented paragraphs.

(3) Employee suggests that paper of a distinctive color be used for tickler cards in order to avoid confusion. The Conference does not believe that any particular color scheme should be adopted and that such stationery and supplies as are available in the field office will be satisfactory.

The employee is being advised as above, if approved.

Respectfully,
FOR THE CONFERENCE

Clyde Tolson
Chairman

RECORDED

W. A. Glavin
Secretary

cc-Mr. Glavin

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/6/90 BY SP5cl/bms

66-2554-1358

AUG 17 1938 A. M.

U. S. DEPARTMENT OF JUSTICE

TOLESON
CLERK
FOLESON
FILE

ORIGINAL FILED IN 66-1934-5694

HHC:BG

July 30, 1938

Suggestion No. 138
A. T. Deere
Special Agent, Dallas Office

Those present were Messrs.
Tolson
Glavin
Nathan
Foxworth
Clegg

MEMORANDUM FOR THE DIRECTOR

Employee suggests that in initial reports on bank robbery cases Agents be required to list separately and as a separate item all witnesses at some special place so as to facilitate the identity of such witnesses in the future.

The Conference recommended unfavorably, knowing of no reason why this type of case should be treated differently from others, and when summary reports are prepared, constructive compliance with this suggestion is, in fact, obtained.

The employee is being advised accordingly, if approved.

Respectfully,
FOR THE CONFERENCE

Glyde Tolson
Chairman

W. R. Glavin
Secretary

cc-Mr. Glavin

RECORDED

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/16/90 BY SP5/clm/s

66-2554-1359
FEDERAL BUREAU OF INVESTIGATION
AUG 17 1938 A. M.
U. S. DEPT. OF JUSTICE
TOLSON
LAMM
FILE

ORIGINAL FILED IN 66-1934-5751

Exemptive Conf.

PEF:MG

August 10, 1938

66-1934-

Suggestion #86

WILLIAM E. MILLER, SA

Los Angeles, California

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, composed of Messrs. Tolson, Nathan, Clegg, Glavin and Foxworth, considered the suggestion of Special Agent William E. Miller to the effect that in all instances where investigation is requested of an auxiliary office for the purpose of locating a fugitive, copies of the photographs of the subjects or victims, if available, be forwarded to the auxiliary office. Mr. Miller points out that one of the more common leads in fugitive cases is the one requesting investigation at a hotel or apartment building, and in such cases oftentimes the employees do not recall the particular name but will recall the face, and it is much easier to secure identification if a photograph is readily available.

The Conference feels that the procedure suggested by Mr. Miller is an elementary one and should, of course, be followed in all instances where possible. It was not believed necessary to restate the Bureau's policy in this regard. However, it is felt that the Investigative Division should be alert for any instances where photographs were not forwarded, and in those cases call the delinquency to the attention of the field.

A letter of appreciation to Mr. Miller is attached.

Respectfully
For the Conference

Clyde Tolson, Chairman

W. R. Glavin, Secretary

Enclosure

RECORDED

66-2554-1360
FEDERAL BUREAU OF INVESTIGATION

AUG 17 1938 A. M.

TOLSON'S DEPARTMENT OF JUSTICE
FOUR

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 303013
DATE 7/6/90 BY SP5C/LAM/S

ORIGINAL FILED IN 66-1934-5748

HHG:EG

July 29, 1938

Suggestion No. 30
John L. Gray
Clerk, Milwaukee Office

Those present were Messrs.

Tolson
Nathan
Glavin
Foxworth
Clegg

MEMORANDUM FOR THE DIRECTOR

Employee suggests that at quarterly conferences for clerical employees instructions be given by the Special Agent in Charge relating to procedures in handling mail at the Seat of Government and other activities of the Bureau in Washington.

In this connection, the Conference points out, there is no rule which would prevent this action, if the SAC sees fit to do so, but it is doubtful, for example, whether a discussion of the methods of handling mail in Washington would be helpful to the field clerks because of the different procedures which exist. This might lead, in fact, to confusion. It is being suggested to the employee, if agreeable, that he discuss this matter with his SAC with a view to having such items discussed as he might desire.

Respectfully,
FOR THE CONFERENCE

Clyde Tolson
Chairman

RECORDED

INDEXED

E. R. Glavin
Secretary

cc-Mr. Glavin

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 333098
DATE 7/6/90 BY SP5CJ/OMJ

66-2554-1361

INVESTIGATION
AUG 16 1938
U. S. DEPT. OF JUSTICE
FILE

7/11/38

TOLSON

GLAVIN

480

HHC:MT

July 13, 1938.

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered the applications and recommendations of Special Agents in Charge for the Ninth Session of the FBI National Police Academy. The Special Agents in Charge recommended fifty-six departments and stated they were able to and would send a representative to the session beginning August 29, 1938, if they received an invitation.

The Executive Conference selected the following thirty-nine organizations to receive invitations:

Dothan, Alabama, Police Department
Winslow, Arizona, Police Department
Antioch, California, Police Department
Quebec Provincial Police
Hartford, Connecticut, Police Department
DeLand, Florida, Police Department
Sumter County, Americus, Georgia, Sheriff's Office
Lake Forest, Illinois, Police Department
North Chicago, Illinois, Police Department
Illinois State Highway Maintenance Police
Indiana State Police
Vincennes, Indiana, Police Department
Owensboro, Kentucky, Police Department
Baton Rouge, Louisiana, Police Department
Fall River, Massachusetts, Police Department
Menominee, Michigan, Sheriff's Office
Michigan State Police
Sault Sainte Marie, Michigan, Police Department
Ramsey County, St. Paul, Minnesota, Sheriff's Office
Greenwood, Mississippi, Police Department
Hannibal, Missouri, Police Department
Columbus, Nebraska, Police Department
Reno, Nevada, Police Department
New Rochelle, New York, Police Department
Mount Airy, North Carolina, Police Department
North Carolina State Highway Patrol
Elyria, Ohio, Police Department

ORIGINAL FILED IN

RECORDED

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/16/90 BY SP5CJL/MS

66-2554-1362	
FEDERAL BUREAU OF INVESTIGATION	
AUG 17 1938 A. M.	
TOLSON	CLERK
FOUR	FILE

July 13, 1938.

Springfield, Ohio, Police Department
Erie, Pennsylvania, Police Department
Newport, Rhode Island, Police Department
Rock Hill, South Carolina, Police Department
Pierre, South Dakota, Police Department
Union City, Tennessee, Police Department
El Paso County, El Paso, Texas, Sheriff's Office
Waco, Texas, Police Department
Martinsville, Virginia, Police Department
Virginia State Police
Port Orchard, Washington, Sheriff's Office
Beckley, West Virginia, Police Department

It was further recommended that the additional seventeen departments recommended by the Special Agents in Charge be considered as alternates in the order in which they filed their application as follows:

Camden, South Carolina, Police Department
Statesville, North Carolina, Police Department
Anderson, South Carolina, Police Department
Prince Georges County, Maryland, Police Department
DeKalb County, Decatur, Georgia, Police Department
New Albany, Mississippi, Marshal
Weldon, North Carolina, Police Department
Midland, Michigan, Police Department
Houghton, Michigan, Sheriff's Office
Evanston, Illinois, Police Department
Bainbridge, Georgia, Police Department
Moline, Illinois, Police Department
Wilmington, North Carolina, Police Department
Brookline, Massachusetts, Police Department
Homer, Michigan, Police Department
Johnstown, Pennsylvania, Police Department
Tom Green County, San Angelo, Texas, Sheriff's Office

In the event this is approved, there is attached hereto a letter addressed to the Special Agents in Charge advising that invitations will be extended to these departments unless the Bureau is advised to the contrary, and in the meantime indicate they will not be able to accept the invitation.

Respectfully,
For the Conference,

Clyde Tolson,
Chairman.

W. R. Glavin,
Secretary.

cc - Mr. Glavin.

HHC:VG

July 30, 1938.

SUGGESTION #54

JEANNETTE RUTH,
Stenographer.

Those present:

Messrs. Tolson, Nathan, Glavin,
Foxworth and Clegg.

MEMORANDUM FOR THE DIRECTOR

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/6/90 BY SP5C110ms

Employee suggests that in typing titles of reports, each subject's name be started on a new line with all aliases following, and that the same rule apply to victims. The Conference pointed out that there is no requirement or objection with reference to the employee's suggestion. Sometimes it is believed, however, that the length of the title will make the suggested action inadvisable. At other times, it would be absolutely unnecessary to follow this suggestion. It is therefore optional and the Conference believed it should remain so.

Employee suggests that requests for dispositions sent out by field offices request not only the disposition but the date therefor in order that Bureau disposition sheets may be properly filled out. Apparently, employee refers to the form used in her office which, of course, should be changed in order to comply with employee's suggestion since the information is desirable. The Agent in Charge is being advised accordingly, if approved.

Employee suggests that a new form of charge-out slip, which would list the several charge-outs of various serials and also the place where the investigations is to be made, as well as other information which, in rare instances, might be helpful but in many instances would not be beneficial. The Conference is of the opinion that this requirement would only add some more red tape rules which would not be justified.

Employee is being advised of the Bureau's desires in the above matters, if approved.

RECORDED

Respectfully, 66-2534-1363
FOR THE CONFERENCE.

Clyde Tolson, Chairman, 18 1938

W. R. Glavin, Secretary

Mr. Tolson
Mr. Nathan
Mr. Tamm
Mr. Clegg
Mr. Coffey
Mr. Crowl
Mr. Dawsey
Mr. Egan
Mr. Foxworth
Mr. Glavin
Mr. Harbo
Mr. Lester
Mr. McIntire
Mr. Nichols
Mr. Tracy
Miss Gandy

cc: Mr. Glavin

PEF:MC

August 10, 1938

66-1934-5752

Suggestion #89

F. R. HAMMACK, SA

San Francisco, California

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, composed of Messrs. Tolson, Nathan, Clegg, Glavin and Foxworth, considered the suggestion of Special Agent Francis R. Hammack to the effect that each field office maintain a photograph file and card index of known prostitutes and pimps within its own territory.

The Conference pointed out that similar suggestions have been considered on a number of occasions in the past, and while the Bureau has no objection to the maintenance of such a file, it is not felt that the value to be derived therefrom would warrant the requirement that it be maintained. In considering the suggestion, it is pointed out that the Bureau's primary interest is the violation of the White Slave Traffic Act, and that the Bureau is not primarily interested in local prostitution, and for that reason a copy of the photographs of all prostitutes and pimps who were arrested by the local police departments would serve no useful purpose.

A letter of appreciation to Mr. Hammack is attached.

Respectfully
For the Conference

Clyde Tolson, Chairman

W. R. Glavin, Secretary

Enclosure

RECORDED

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/6/90 BY SP5CJL/mj

66-2554-1364

RECORDS INVESTIGATION

AUG 18 1938 A.M.

U.S. DEPT. OF JUSTICE

TOLSON

BOYLE

FILE

ORIGINAL FILED IN 66-1934-5752

ERG:JCR

August 8, 1938

MEMORANDUM FOR THE DIRECTOR

Suggestion #6
Special Agent H. G. Wiltse

Those present were Messrs.
Tolson
Nathan
Clegg
Foxworth
Glavin

Agent Wiltse suggested that in order to economize on time and materials, that in the future when Field Divisions send circular letters to peace officers which emanate from the Field Division, or send other circular letters of large circularization, that on the reverse side of these circular letters, when folded, be mimeographed the words, "Federal Bureau of Investigation, U. S. Department of Justice", and the Field Division return address in the upper left hand corner, and in the upper right hand corner the words "Penalty for private use to avoid payment of postage \$300.00".

The Conference opposed this suggestion first from the point that field offices could not properly place return addresses or penalty provision on the reverse of form letters without considerable difficulty in using the Mimeograph machine; further it is believed undesirable for these circular letters to be sent through the mails without being enveloped.

An appropriate communication has been addressed to Special Agent Wiltse.

Respectfully submitted,
For the Conference

Clyde Tolson, Chairman

RECORDED

W. R. Glavin, Secretary

AUG 18 1938 A. M.

Mr. Tolson _____
Mr. Nathan _____
Mr. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Crowl _____
Mr. Egan _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Harbo _____
Mr. Lester _____
Mr. McIntire _____
Mr. Nichols _____
Mr. Tracy _____
Miss Gandy _____

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/6/90 BY SP2/lonj

66-2554-1365

ORIGINAL FILED IN

PEF:MC

August 10, 1938

66-1934-5684

Suggestion #145

E. P. GUINANE, SAC

Oklahoma City, Oklahoma

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, composed of Messrs. Tolson, Nathan, Clegg, Glavin and Foxworth, considered the suggestion of Special Agent in Charge E. P. Guinane, of the Oklahoma City Office, who suggested that as an aid in identifying automobiles which have been stolen and transported in interstate commerce in violation of the National Motor Vehicle Theft Act some arrangement be made whereby each state automobile bureau would forward to a central bureau the motor numbers of all cars registered, in order that duplication of motor numbers indicating that one was fictitious would be immediately discovered and investigated.

The Conference was of the opinion that the creation of such a file would not be a practicable matter, as it would require a clerical staff of considerable size to operate it, and there would be many millions of cards to be prepared and filed each year. Since it is not a practicable matter, the Conference was unanimously opposed to any attempt to create such a file.

A letter of appreciation to Mr. Guinane is attached.

Respectfully
For the Conference

Clyde Tolson, Chairman

W. R. Glavin, Secretary

Enclosure

RECORDED

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/6/90 BY SP5C/Loms

ORIGINAL FILED IN 66-1934-5684-797

HHC:VG

July 30, 1938

SUGGESTION #62
FRANK R. SOUTHERLAND,
Stanographer

Those present:
Messrs. Tolson, Nathan,
Glavin, Foxworth and Clegg

MEMORANDUM FOR THE DIRECTOR

Employee suggests that when one office sends copies of communications to another field office the sending office be careful to see that the receiving office is in possession of the full complete title of the case.

The Executive Conference points out that this is already a necessary rule but since it is suggested, it is believed that it might be restated in a general letter to the field. If this is approved, the employee is being advised accordingly.

Respectfully,

FOR THE CONFERENCE.

Glyde Tolson,
Chairman.

W. R. Glavin,
Secretary.

cc: Mr. Glavin

Mr. Tolson
Mr. Nathan
Mr. Tamm
Mr. Clegg
Mr. Coffey
Mr. Crowl
Mr. Dawsey
Mr. Egan
Mr. Foxworth
Mr. Glavin
Mr. Harbo
Mr. Lester
Mr. McIntire
Mr. Nichols
Mr. Tracy
Miss Gandy

X
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/6/90 BY SP5C/LMS

RECORDED

66-2554-1367	
FEDERAL BUREAU OF INVESTIGATION	
AUG 18 1938 A. M.	
TOLSON	FILE
GLAVIN	
TAMM	
COFFEY	
CROWL	
DAWSEY	
EGAN	
FOXWORTH	
GLAVIN	
HARBO	
LESTER	
MCINTIRE	
NICHOLS	
TRACY	
GANDY	

ORIGINAL FILED IN 66-1934-5776

PEF:MC

August 10, 1939

66-1934-

Suggestion #105

E. S. HALLETT

Identification Division

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, composed of Messrs. Tolson, Nathan, Clegg, Glavin and Foxworth, considered the suggestion of Mr. Hallett, a clerk of the Identification Division, who felt that the Fugitive Index cards prepared by the Fugitive Supervisor should include the dates of commission of offenses, thereby making it unnecessary for the Bureau files to be pulled in order to ascertain these dates at the time the Fugitive Index cards are handled in the Identification Division. Mr. Hallett further pointed out that the procedure now used requires the pulling of the files in those cases where records are maintained in the Identification Division as possible or probable identifications and it is noted the subjects are incarcerated, in order that such subjects may be eliminated when it is shown they were admitted to institutions prior to the commission of the crime in question.

It was felt that to eliminate a record of an individual as being identical, based upon the fact that the person had been incarcerated in some institution prior to the commission of the offense, was not a desirable policy to follow inasmuch as the Bureau has no assurance that the subject had not been subsequently released, paroled or had escaped. It is felt that in all instances where a possible or probable identification is made this information should be brought to the attention of the Fugitive Supervisor in order that he might determine whether the identification is absolute.

A letter of appreciation to Mr. Hallett is attached.

Respectfully,
For the Conference

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/6/90 BY SP5C/DMs

Enclosure

Clyde Tolson, Chairman

RECORDED

W. R. Glavin, Secretary

66-2554-1368	
BUREAU OF INVESTIGATION	
AUG 18 1939 A. M.	
FUGITIVE INDEX	
TOLSON	
NATHAN	
CLEGG	
FOXWORTH	
GLAVIN	
HARRIS	
WATSON	
WILLIAMS	
WYATT	
ZIEGLER	

ORIGINAL FILED IN 66-1934-5804

WRG:ES

August 4, 1938

MEMORANDUM FOR THE DIRECTOR

K
The Executive Conference, consisting of Messrs. Tolson, Nathan, Clegg, Foxworth and Glavin considered a suggestion submitted by Night Clerk Fred G. Dupuis, of the Portland office, relative to the adoption of a Bureau code word for the phrase, "Advise amount of bond and date and place returnable". The Communications Section suggested that the word "ADMOB" be designated to cover this phrase.

B
The Conference unanimously opposed the adoption of an additional code word to cover this phrase, pointing out that at the present time due to the use of numerous recognized code words and Bureau code words, considerable difficulty is experienced at times in determining whether in fact code words have been used.

If you concur, an appropriate communication will be addressed to the Special Agent in Charge of the Portland office concerning this matter.

Respectfully submitted,
For the Conference

Clyde Tolson, Chairman

W. R. Glavin, Secretary

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/6/90 BY SP5CJL/MS

RECORDED

INDEXED

66-2554-1369

AUG 18 1938

TOLSON
GLAVIN
NATHAN
CUNNINGHAM
E. A. TAMM
C. L. GLENN
J. E. CONNELLEY
W. R. GLAVIN
H. L. HANCOCK
J. P. LADD
J. R. LEECH
J. M. NICHOLS
J. C. TRACY
J. E. GANDY

ORIGINAL FILED IN 1-2-3-30-27

Federal Bureau of Investigation
United States Department of Justice
P. O. Box 709
Portland, Oregon

July 17, 1938

Director,
Federal Bureau of Investigation,
Washington, D. C.

Dear Sir:

During the course of the Clerical Conference held at this office July 15, 1938 Night Clerk Fred G. Dupuis offered the suggestion that a Bureau code word be adopted for the phrase "Advise amount of bond and date and place returnable".

Very truly yours,

J. D. SWENSON,
Special Agent in Charge.

EDS:MB

RECORDED

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/6/96 BY SPSC-10m5

66-2554-1329

FEDERAL BUREAU OF INVESTIGATION

AUG 18 1938

DIRECTOR
SOLSON
EQUER
TAMM
CLERK
CHIEF OF BUREAU

1-2-30-27

ORIGINAL FILED IN

WRG:atw

August 10, 1938

Suggestion #31
G. J. Engert, Single Finger-
print Analyst

Those present were Messrs.
Nathan
Tolson
Clegg
Foxworth
Glavin

MEMORANDUM FOR THE DIRECTOR

Mr. Engert suggests that a form be printed which would take care of changes of addresses of all Bureau employees both at the Seat of Government and in the field. He believes that a form of this kind would serve a useful purpose. He attaches an appropriate suggested form showing a place for the former address and the new address.

The Conference is of the opinion that such a form is not necessary in that upon a change of address, it is a matter of but a few moments for the interested employee to communicate with the Bureau giving the necessary information.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

RECORDED

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/6/90 BY SP5CL10ms

66-2554-1370

FEDERAL BUREAU OF INVESTIGATION	
AUG 17 1938 P. M.	
TOLSON	FILE

HHC:EG

July 30, 1938

Suggestion of
Mr. A. Cornelius, Jr.
Supervisor, Investigative Division

Those present were Messrs.
Tolson
Glavin
Nathan
Foxworth
Clegg

MEMORANDUM FOR THE DIRECTOR

Employee suggests that field offices be instructed to discuss at field conferences of Agents one type of case handled by the Bureau and the results of this discussion be forwarded to the Bureau in order to compile information for the Training Division and for revising the manuals from time to time.

The Conference objects to this procedure due to the fact that there are already quite a number of things which must be done at these conferences and for the Bureau to continue to suggest procedures for such meetings will take away the opportunity for field offices developing programs to meet their needs. Perhaps at some future time it will be possible to inaugurate this program but it was not believed to be advisable at present.

The employee is being advised accordingly, if approved.

Respectfully,
FOR THE CONFERENCE

Clyde Tolson
Chairman

RECORDED
&
INDEXED.

F. E. Glavin
Secretary

cc-Mr. Glavin

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/6/90 BY SP5C110MS

66-2554-1371

DEPT. OF JUSTICE
AUG 17 1938
U.S. DEPT. OF JUSTICE

TOLSON
CLAVIN
NATHAN
FOXWORTH
CLEGG

copy
CT:AJ

August 2, 1938

MEMORANDUM FOR THE DIRECTOR

In re; Nationwide circularization of wanted notices

I discussed this subject with the members of the Executives Conference on August 2nd, consisting of Messrs. Nathan, Tamm, Hince and Glavin.

For your information, in order to create public interest in criminals being sought by the Bureau, the policy was adopted some time ago of a very extensive circularization throughout the country of wanted notices covering banks, restaurants, barber shops, filling stations, Salvation Army, et cetera. In order to make this circularization, and in view of the fact that the Bureau did not possess any mailing lists of these types of organizations, arrangements have been made in the past to contract with local distributing agencies, whereby their mailing lists of these groups, which are kept up to date at all times, would be utilized. Payment for circularization to these agencies covered the use of their mailing lists, the addressing of the envelopes, the stuffing of the envelopes and the mailing. In view of the fact that several such wanted circulars were sent out on a nationwide basis, it was thought that some saving might be made by securing contracts on an annual basis.

During the last 3 months, we have sent out over 2,300,000 wanted circulars. There are on hand at the present time two circulars for distribution one on George Slade and one on Edna Kretzer and Thelma Kyle, bank robbers. An approximate total of 1,000,000 copies of each wanted circular are to be issued.

An estimate has been prepared indicating that it costs the Bureau \$14,427.48 to circularize 1,000,000 wanted notices. It is believed by the Executives Conference that the amount of work involved and the cost are not justified by the results secured, and that wanted circulars in the future, except in exceptional cases such as kidnaping, should be limited to a circularization of the regular mailing list of approximately 75,000, which is maintained by the Bureau, and distribution to newspapers and detective magazines. The main value of the nationwide distribution has been the potential publicity resultant therefrom, and it is believed that the same results can be obtained by taking advantage of newspaper contacts and detective magazines. As you know, we follow a system now of circularizing a memorandum with photographs concerning badly wanted fugitives, and these are distributed to friendly newspaper contacts maintained on our mailing

ORIGINAL FILED IN 62-21-4976

RECORDED
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/6/90 BY SP5C/oms

62-21-4976-1372
DIVISION OF INVESTIGATION
U.S. DEPARTMENT OF JUSTICE

list here at the Seat of Government. We have had excellent results in securing publicity relative to these criminals.

If you approve the foregoing, the pending nationwide circularization of approximately 1,000,000 wanted notices concerning George Slade and Edna Kretzer and Thelma Kyle will be discontinued, and the circularization in the cases of these persons will be limited to the regular mailing list and to newspaper and magazine contacts.

It will always be possible on rather short notice to secure a nationwide circularization by utilizing mailing lists from reputable concerns in each field office territory, so that this can be done in the event of a kidnaping or similar situation. Mr. Glavin recently contacted Mr. Matchett and other sources of information, but was unable to find that any other department of the Government handles a nationwide circularization such as that which has been utilized by the Bureau from time to time.

Respectfully,

Clyde Tolson

WRG:LW

July 6, 1938

MEMORANDUM FOR THE DIRECTOR

The Conference, consisting of Messrs. Tolson, Nathan, Clegg, Tamm and Glavin considered the possibility of negotiating a country wide contract for distributing Wanted Notices.

Mr. Glavin advised the Conference that a thorough check had been made of this matter and individual contracts have been secured from the various field office territories, as well as a contract submitted by the R. L. Polk Company of Detroit, Michigan for a nation wide circularization. The Conference was advised that by using independent contracts in the various field districts, there would be a circularization totaling 1,180,046 copies, at a cost of approximately 7,692.04; that the Polk Company would give a circularization totaling 1,225,000 copies at a cost of approximately 10,030.39.

The Conference is of the opinion that, in view of the fact that a nation wide circularization from the Polk Company, being only slightly larger than the independent circularizations, does not offset the difference in the cost of circularization of these notices. The Conference also believes that with individual contracts throughout the country in the various field office districts, quicker circularization could be made. The Conference recommends against any further negotiations with the Polk Company looking toward a nation wide contract for such circularization. The Conference also recommends that the various Field Divisions be instructed to take immediate steps to secure contracts with various local companies.

If you concur, appropriate notice will immediately be prepared for dissemination to the Field.

Respectfully,
FOR THE CONFERENCE

Clyde Tolson
Chairman

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 7/6/90 BY SPSC/LMS

W. R. Glavin
Secretary
AUG 13 1938

4970

62-2153

ORIGINAL FILED IN

66-2554-1372

TOLSON
OFF. FILE
FOUR
TAMM
FILE
AUG 13 1938

BHC:VG

July 30, 1938.

E. E. CONROY, SAC

Those present:
Messrs. Tolson, Nathan, Glavin,
Foxworth and Clegg.

MEMORANDUM FOR THE DIRECTOR

Employee suggests that training be given each Special Agent in the handling of the .45 calibre automatic pistol, since many Agents are not familiar with this weapon.

The Conference points out that it has been the Bureau's practice to have all employees become familiar with the operation of the .38 calibre pistol but only those Special Agents who particularly requested the automatic pistol have been issued them due to the fact that they are a little more complicated in mechanism and due to the further fact that they do not ordinarily develop the same high scores as do the revolvers. Since the Bureau does issue a few of the automatics, however, to the field, the conference recommended that some training might be given with this weapon in order to acquaint all employees with its use and operation. If this is approved, a memorandum is being addressed to the firearms instructors accordingly.

Respectfully,

FOR THE CONFERENCE,

Clyde Tolson,
Chairman.

W. R. Glavin,
Secretary.

cc: Mr. Glavin

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/6/90 BY SP5CJ/DMS

RECORDED

66-2554-1373

FILED IN DIVISION OF INVESTIGATION

AUG 30 1938

U. S. DEPT. OF JUSTICE

TOLSON

FOUR

FILE

RECORDED FILED IN 66-2554-1373

C O P Y

CT:ACS

Suggestion #158
A. P. Gunsser, Clerk
Chief Clerk's Office.

July 18, 1938.

MEMORANDUM FOR THE DIRECTOR.

The Executives' Conference, consisting of Messrs. Glavin, Nathan Foxworth, Clegg, and Tolson, considered the suggestion of A. P. Gunsser to the effect that Identification Orders be forwarded to the major race tracks throughout the country when such race tracks are in operation.

The Executives' Conference recommends approval of this suggestion. A letter is attached to Mr. Gunsser.

Respectfully,

Clyde Tolson,
Chairman.

W. R. Glavin
Secretary.

Notation: O.K. H.

Enclosure
(Outgoing letter)

RECORDED

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323013
DATE 7/6/90 BY SP521/oms

66-2554-1374

RECEIVED JUL 21 1938

TOLSON
EAMM
CLEGG
FOUNTAIN
HARRIS
JUL 21 1938
JUL 21 1938

ORIGINAL FILED IN 66-2554-1374

HHC:MM

July 16, 1938

MEMORANDUM FOR THE DIRECTOR

Buy
0
The Executive Conference considered a program for training Special Agents of the various field offices in the use of sound equipment located in five field offices.

It was agreed that this type of training could best be given during retraining schools in Washington and therefore it was recommended that this course of training as outlined by the technical laboratory not be given except in the retraining schools in Washington.

If this is approved there is attached a memorandum for Mr. Coffey and Mr. Clegg accordingly.

Those present were Messrs. Tolson, Glavin, Foxworth and Clegg.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

cc: Mr. Glavin

RECORDED

66-2554-1375
FEDERAL BUREAU OF INVESTIGATION

AUG 25 1938 A.M.

U.S. DEPARTMENT OF JUSTICE

FILE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/6/90 BY SP5C/LDMs

HHC:BG

July 29, 1938

Suggestions of
O. C. Dewey,
Special Agent, Chicago Office

Those present were Messrs.
Tolson
Glavin
Nathan
Foxworth
Clegg

MEMORANDUM FOR THE DIRECTOR

(1) Employee suggests that Agents be required to make five or ten minute talks at quarterly conferences. The Conference points out that the Bureau has no objection to this practice and believes it is being followed to some extent at each conference, but that the programs prepared are not always conducive to this type of procedure and, therefore, it is not believed that this should be made mandatory.

(2) Employee suggests that Agents be given training on the subject of how to question prisoners or reluctant witnesses. The Conference points out that the questioning of prisoners and witnesses and the procedure to be adopted in detail will vary with each prisoner and personality. At present, instruction lasting from five to seven hours, with numerous examples of successful and unsuccessful methods, is given to all New Agents. This has been the practice for several years. This is followed by numerous interview tests, including interviews with supervisors, interviews with hypothetical underworld characters and interviews with alleged kidnap victims with parts being played by members of the training staff. The Conference is of the belief that the best that can be done is presently being performed in the training in this field and therefore recommends no immediate change unless new techniques are developed.

The employee is being advised accordingly, if approved.

Respectfully,
FOR THE CONFERENCE

RECORDED

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 7/6/90 BY SP5C110ms

Clyde Tolson
Chairman

W. R. Glavin
Secretary

AUG 25 1938

A.M.

cc- Mr. Glavin

ORIGINAL FILED IN 1-3-37-15

TOLSON

GLAVIN

DEPT OF JUSTICE

1-5

PEF:DM

July 19, 1938

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, consisting of Messrs. Tolson, Glavin and Foxworth, considered the suggestion of SAC Hanson to the effect that a few copies of ransom lists or other circulars issued by the Bureau be forwarded by air mail to all offices in order that they might be available for publicity or other purposes prior to the arrival of the entire shipment. Those in attendance felt that this was a good idea, inasmuch as it would make available to all offices such ransom lists or wanted notices for ready distribution to the newspapers or other sources if it were authorized by the Bureau. The conference, therefore, recommends that this procedure be followed in the future.

Respectfully,
For the Conference

Clyde Tolson, Chairman

W. R. Glavin, Secretary

RECORDED

66-2554-1377

FEDERAL BUREAU OF INVESTIGATION

AUG 2 1938

U. S. DEPT. OF JUSTICE

RECEIVED

INDEXED

FILED

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/6/90 BY SP5C/LMS

WRG:JCR

August 20, 1938

MEMORANDUM FOR THE DIRECTOR

Those present were Messrs.
Nathan
Tolson
Foxworth
Hince
Glavin

The Conference considered the suggestion of Special Agent D. R. Morley that upon receipt of investigative reports as well as letters from the field at the time the original is serialized, the third copy should be serialized, detached and immediately placed in the case file. He points out that this practice will maintain each file in an up-to-the-minute status, thereby obviating the necessity for general circularization of abstract slips and the frequent search for serials throughout the Bureau. Mr. Morley believes that the adoption of this plan would remove much of the inconvenience to Bureau officials and supervisors which is caused by the present system of having to search generally for desired serials and will also minimize the possibility of lost abstract slips.

This suggestion was considered by Mr. Seyfarth and Messrs. Dawsey and Donegan who recently made an inspection of the files section and all report unfavorably.

Messrs. Dawsey and Donegan report that they are of the opinion that to follow the suggested procedure would cause considerable extra work in the file room insofar as it would be necessary for the file clerks to go through two complete operations before filing a communication whereas in the present procedure only one such operation is required. They point out that it would also add an additional burden on the numbering unit and would necessitate the addition of at least one clerk in that particular unit. They also point out that this would supplant to some degree the purpose of keeping abstract slips, which system was originally designed to assist in keeping the file up to date prior to the serials having been placed therein. They recommend that the suggestion not be adopted.

RECORDED

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,913
DATE 7/6/90 BY SP5CJ/MS

66-2554-1378

TOLSON

OLLEG

FOUR

THREE

FILES

Memo. for the Director, Page 2

August 20, 1938

The Conference was further advised by Mr. Glavin that he had been advised by Mr. Seyfarth, that our main difficulty is not with intra-Bureau correspondence but with correspondence originating from persons on the outside and that there would not be sufficient copies and it would be necessary to have additional employees to do the necessary typing of copies for inclusion in the up-to-date file.

The Conference recommends unfavorably on the suggestion.

Respectfully submitted,
For the Conference

Clyde Tolson, Chairman

W. R. Glavin, Secretary

PEF:DM

August 20, 1938

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, composed of Messrs. Tolson, Nathan, Glavin, Hince and Foxworth, considered the suggestion of SAC Hottel that Section 42 of the Manual of Rules and Regulations be amended to provide that the word "fugitive" shall be dropped from the title of all communications submitted in a case upon the receipt of a communication of any nature, whether it be report, letter, or teletype, advising that the fugitive had been taken into custody.

The Conference was opposed to the adoption of this suggestion for the reason that the Bureau's index system, both at the seat of Government and at the field offices, is based primarily upon titles appearing in investigative reports, and for that reason it was felt that the investigative reports should reflect information as to the fugitive status of the subject.

A letter of appreciation to Mr. Hottel is attached.

Respectfully,
For the Conference

Clyde Tolson, Chairman

W. R. Glavin, Secretary

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/6/90 BY SP5CJ/MS

64-2554-1379

SEARCHED INDEXED
SERIALIZED FILED
AUG 22 1938
FBI - NEW YORK

ONE FILE

Washington Field Division, Room 2866,
Washington, D. C.

August 4, 1938.

Director,
Federal Bureau of Investigation,
Washington, D. C.

Dear Sir:

Reference is made to your letter dated July 20, 1938, calling my attention to certain errors listed in the communications emanating from this office during the month of June 1938.

A review of the file in this division entitled RAY CHILTON STEVENSON with aliases, et al, Washington Field Office file #91-116, disclosed that Agent F. T. McIntyre wrote a letter to the Detroit Division dated June 16, 1938, wherein he carried subjects GEORGE M. WILFONG and BARNARD JOSEPH McGUIRE as fugitives. Your letter dated July 20th, advises that these subjects were erroneously carried as fugitives in the title of the letter to the Detroit Division.

A review of the file in this case disclosed no subsequent report than that of Special Agent G. W. Dingle dated at Washington, D. C., March 31, 1938, wherein the above mentioned subjects were carried as fugitives. However, Bureau letter dated April 13, 1938 to all field divisions advises that WILFONG and McGUIRE were apprehended by the Stockton, Calif., Police Department on March 8, 1938, and were subsequently identified as the subjects who were being sought in connection with the robbery of the National Bank of Grand Rapids, Hall Street and Division Avenue Branch, Grand Rapids, Michigan.

According to my interpretation of Section 42 of the Manual of Rules and Regulations, communications shall continue to carry the word "fugitive" in capital letters up to and including the report which records the taking of the subjects into federal custody or the filing of a federal detainer. Although it was known that these subjects had been apprehended, this division had no copy of a report setting forth their apprehension, other than Bureau letter to all field divisions dated April 13, 1938, and according to my interpretation of Section 42 of the Manual of Rules and Regulations, the word "fugitive" should have been carried in the letter dictated by Agent McIntyre dated June 16, 1938 to the Detroit Division. If this is not correct, I should appreciate being advised.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/6/90 BY SP5C/llms

66-2554-1379

SEARCHED INDEXED
SERIALIZED FILED
AUG 20 1938
FBI - DETROIT

69-2-3067
ORIGINAL FILED IN 69-2-3067

It is my belief that Section 42 of the Manual of Rules and Regulations should be changed to this extent, that the word "fugitive" should be dropped from the title upon the receipt of a communication (whether it be a report, letter or teletype) advising the fugitive has been taken into federal custody. For, as in this case, a report was not received by this Division reflecting the fugitives' apprehension and therefore, according to Section 42 of the Manual of Rules and Regulations, it was necessary that we continue the word "fugitive" in the title.

Very truly yours,

GUY HOTTEL,
Special Agent in Charge.

GH:AM
91-116

WRG:JCR

August 20, 1938

MEMORANDUM FOR THE DIRECTOR

Those present were Messrs.
Nathan
Tolson
Foxworth
Hince
Glavin

The Conference considered the suggestion submitted by Mr. J. H. Hanson of the Los Angeles Office, that the Bureau may desire to have the various field offices fingerprint all applicants for positions at the time they call at the field offices for personal interview in connection with their application. Mr. Hanson points out that it is entirely possible that some information might be developed through the fingerprints at that time which would make it impossible to give any further consideration to the applicant.

The Conference is of the opinion that such procedure would not accrue to the benefit of the Bureau. It is pointed out that all applicants submit formal application blanks which are supposed to contain the pertinent information concerning that applicant; further upon receipt of the application blank, properly executed, appropriate arrangements are made to have the Applicant interviewed by a Bureau official and it is believed that this official can secure any information which would be brought to light through the submission of fingerprints. Should this information not be brought to the attention of the Bureau at that time, it would be brought to the attention of the Bureau in the event the applicant was considered favorably inasmuch as the complete character investigation would be conducted before any appointment would be offered.

A communication is being addressed to Mr. Hanson.

Respectfully submitted,
For the Conference

RECORDED

W. R. Glavin, Secretary

Clyde Tolson, Chairman

Mr. Tolson _____
Mr. Nathan _____
Mr. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Crowl _____
Mr. Dawsey _____
Mr. Egan _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Harbo _____
Mr. Lester _____
Mr. McIntire _____
Nichols _____
Tracy _____
Gandy _____

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/6/90 BY SP5C/10ms

66-2554-1380

SEP 27 1938

FOUR

SEP 27 1938

PLF:DM

August 24, 1938

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, composed of Messrs. Tolson, Nathan, Glavin, Hince and Foxworth, considered the attached bulletin pertaining to the placing of probationary form flashes in those instances where a subject in a Bureau case is given a probationary sentence. The bulletin points out that under a recent decision a probation violator can be returned at any time within the maximum term for which imprisonment could have been imposed regardless of the actual period for which it was imposed, and outlines the procedure to be followed in those instances where the probationer is arrested after the expiration of the probationary sentence and before the expiration of the maximum sentence that might be imposed.

The Conference was unanimously in favor of the issuance of this bulletin.

Respectfully,
For the Conference

Clyde Tolson, Chairman

E. R. Glavin, Secretary

RECORDED

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/6/90 BY SP5CJH/MS

66-2554-1381

U.S. DEPARTMENT OF JUSTICE

TOLESON

1938 A.M.

FILE

ORIGINAL FILED IN 62-18081-29

PEP:DM

August 20, 1938

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, composed of Messrs. Tolson, Nathan, Glavin, Hince and Foxworth, considered the attached bulletin to the field clarifying the instructions as to when auxiliary offices should be advised of the apprehension of a fugitive and was unanimously in favor of its issuance.

Respectfully,
For the Conference

Clyde Tolson, Chairman

W. R. Glavin, Secretary

RECORDED

66-2554-1382

FEDERAL BUREAU OF INVESTIGATION	
AUG 22 1938 A.M.	
U. S. DEPARTMENT OF JUSTICE	
✓ TOLSON	FILE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 23,013
DATE 7/6/96 BY SP5C11DMS

ORIGINAL FILED IN 62-127-412

PEF:DM

August 20, 1938

MEMORANDUM FOR THE DIRECTOR

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The Executive Conference, composed of Messrs. Tolson, Nathan, Glavin, Hince and Foxworth, considered the attached bulletin to the field instructing that the Bureau be advised in those instances where copies of reports are furnished to United States Attorneys at a date subsequent to that upon which the report was actually prepared, it being pointed out that there are many instances in which copies of the investigative reports are not submitted to the United States Attorneys at the time of their submission for the reason the subjects may not have been identified or other reasons that make it inadvisable to furnish the reports to the United States Attorney when issued. It later becomes necessary to furnish the United States Attorneys with copies of such reports and it is believed that the Bureau's files should reflect that this has been done.

Those in attendance were unanimously in favor of the issuance of this bulletin.

Respectfully,
For the Conference

Clyde Tolson, Chairman

RECORDED W. R. Glavin, Secretary

66-2554-1383

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/6/90 BY SP5CJ/10MS

66-2554-1383
TOLSON
NATHAN
GLAVIN
HINCE
FOXWORTH
FOUR

PLF:DM

August 23, 1938

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, composed of Messrs. Tolson, Nathan, Glavin, Hince and Foxworth considered the suggestion of Special Agent G. O. Callan to the effect that photographs of subjects and suspects furnished to the field by the Bureau have printed on the reverse side thereof the name of the subject together with such descriptive data as may appear in the files of the Bureau, rather than printing the name across the face of the photograph. It was the opinion of the conference that in the majority of instances where photographs were furnished to the field, the descriptive data concerning these persons would appear in the files of the field offices. This is particularly true on the photographs furnished of the subjects of Identification Orders, and it was not felt that the additional clerical work required in the Bureau to type the name and descriptive data on the reverse side of the photograph would merit the advantages that might accrue. Of course, at any time the field desires to eliminate the name from the front side of the photograph it can very easily be cut off.

A letter of appreciation to Agent Callan is attached.

Respectfully,
For the Conference

Glyde Tolson, Chairman

RECORDED

W. R. Glavin, Secretary

AUG 26 1938

DEPT. OF JUSTICE

FILE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/6/96 BY SP5C110ms

ORIGINAL FILED IN 66-4926-9

956 Raymond-Commerce Building
Newark, New Jersey

GCC:RMR

July 20, 1938

Director
Federal Bureau of Investigation
Washington, D. C.

RE: Photographs furnished by the Bureau to the
Field Divisions, of Subjects and Suspects.

Dear Sir:

It is suggested that in the future, if practical, all photographs of Subjects and Suspects, sent by the Bureau to the various Field Divisions for the use of those Divisions in investigations, should not contain the name of the person written or printed across the front of the photograph. It is suggested, rather, that the name of the person be printed, together with such descriptive matter in the possession of the Bureau, on the rear of the photograph.

This suggestion is made because it is my opinion that the investigation may be hampered if witnesses are aware of the name of the person whose picture they are viewing. It is conceivable, for example, that they may fail to make an identification if the name of a prominent criminal has been mentioned by the press and that name appears on a photograph set before them. It is also considered by far the best policy for general investigative reasons that the witnesses not be aware of the identity of the person they identify.

This suggestion is submitted for whatever value it may have.

Very truly yours,

G. C. CALLAN
Special Agent

RECORDED

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/6/90 BY SP5C/10ms

66-2554-1384

AUG 26 1938

SEARCHED
SERIALIZED
INDEXED
FILED

100

ORIGINAL FILED IN 66-4726-7

WRG:JCR

August 20, 1938

MEMORANDUM FOR THE DIRECTOR

Those present were Messrs.
Nathan
Tolson
Foxworth
Hince
Glavin

The Conference considered the request of the Special Agent in Charge of the Cleveland Office that his office be furnished with supplies and photographic equipment to enable him to develop his own photographic prints in that office.

The Conference was advised that the photographic section reported that it would necessary to have a dark room in every office developing its own prints and it is not believed that such a practice would prove either desirable or practicable. It is pointed out that at the present time routine photographic work can be forwarded to the Bureau for development and any emergency work in the field can be handled by reputable, commercial photographers.

The Conference was advised that at the present time certain offices throughout the country have contracts covering emergency photographic work and the Conference therefore recommends unfavorably on the request of the Cleveland Office.

There is attached hereto a communication addressed to the SAC at Cleveland.

Respectfully submitted,
For the Conference

Clyde Tolson, Chairman

W. R. Glavin, Secretary

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/6/90 BY SP5C110MS

RECORDED

66-2554-1385	
FEDERAL BUREAU OF INVESTIGATION	U.S. DEPARTMENT OF JUSTICE
RECEIVED	FILE

ORIGINAL FILED 66-2554-1385

ERG:JCR

August 20, 1938

MEMORANDUM FOR THE DIRECTOR

Suggestion
Harris J. North
Personnel Files

Those present were Messrs.
Nathan
Tolson
Foxworth
Hince
Glavin

The Conference considered the suggestion of Clerk North that clerical conference typing, teletyping and stenographic tests be placed collectively in the respective field division personnel files rather than, as under the present system, in the individual employee's file. He points out that if this method of filing is adopted, considerable time will be saved in the preparation for and filing of the tests and that a great deal of bulky, superfluous material will be eliminated from the personnel files of the field clerical employees. He further points out that the grades on these tests will be entered on the individual cover sheets as has been done in the past, thereby making the necessary information available and it would not be necessary for an official to call for the field office personnel file to obtain these grades.

Mr. Laughlin in charge of the files reports that he believes Mr. North's suggestion contains considerable merit and recommends its approval.

The Conference is in agreement with Mr. Laughlin and recommends the adoption of this suggestion. There is attached hereto a memorandum addressed to Mr. Laughlin concerning it and also a communication of thanks to Mr. North.

Respectfully submitted,
For the Conference

RECORDED

Clyde Tolson, Chairman

AUG 29 1938

W. R. Glavin, Secretary

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/6/90 BY SP5C/10ms

ORIGINAL FILED IN 66-2554-1386

EHG:MM

August 25, 1938

MEMORANDUM FOR THE DIRECTOR

There are attached hereto excerpts from the Bureau's letters relating to administrative matters which have been reviewed by Mr. Glavin, who has advised that all matters contained in these letters which warranted a change in the Bureau's Manuals have been incorporated therein.

This procedure was approved by the Executive Conference.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

ORIGINAL FILED IN 66-1934-2-117

Mr. Tolson
Mr. Nathan
Mr. Tamm
Mr. Clegg
Mr. Coffey
Mr. Crowl
Mr. Dawsey
Mr. Egan
Mr. Foxworth
Mr. Glavin
Mr. Harbo
Mr. Lester
Mr. McGuire
Mr. Nichols
Mr. Tracy
Mr. Gandy

Enclosures.
cc: Mr. Glavin

RECORDED

66-2554-1389

FEDERAL BUREAU OF INVESTIGATION	
AUG 30 1938	
U. S. DEPT. OF JUSTICE	
TOLSON	FILE
CLERK	FOUR

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/6/90 BY SP5CJ/LMS

PEF:DM

August 20, 1938

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, composed of Messrs. Tolson, Nathan, Glavin, Hince and Foxworth, considered the suggestion of SAC R. C. Coulter to the effect that each field office compile a list of persons of unsound minds who have written in concerning recent investigations of major importance. Mr. Coulter suggests that such lists be compiled, then consolidated in the Bureau, and the names of all such persons forwarded to each field office for immediate reference in future important cases. The Conference was of the opinion that this should not be done, and it is pointed out that during the recent inspection of the Investigative Division, the file which was maintained by the supervisor on such persons was discontinued as it was felt it was needless work.

A letter of appreciation to Mr. Coulter is attached.

Respectfully
For the Conference

Clyde Tolson, Chairman

W. R. Glavin, Secretary

RECORDED

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 7/6/90 BY SP5CH/MS

66-2554-1388	
FEDERAL BUREAU OF INVESTIGATION	
AUG 30 1938	
U. S. DEPARTMENT OF JUSTICE	
RECEIVED	FILE

ORIGINAL FILED IN 62-515-20-1

PEF:DM

August 20, 1938

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, composed of Messrs. Tolson, Nathan, Glavin, Hince and Foxworth, considered the suggestion of SAC Untreiner that the Bureau initiate the appropriate action to have the Unlawful Flight to Avoid Prosecution statute so amended as to include the crime of arson. The conference was of the opinion that there was no more reason to include the crime of arson under this statute than there would be various other types of crimes and did not feel that any action should be initiated by the Bureau to broaden the scope of the present Act.

A letter of appreciation to Mr. Untreiner is attached.

Respectfully,
For the Conference

Glyde Tolson, Chairman

W. R. Glavin, Secretary

RECORDED

66-2554-1389

FEDERAL BUREAU OF INVESTIGATION

AUG 20 1938 A.M.

101-08

101-08

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 393,013
DATE 7/6/90 BY SP5CJL/mjs

ORIGINAL FILED IN 88-0-76

WRG:MTS

August 25, 1938

MEMORANDUM FOR THE DIRECTOR

The Conference, consisting of Messrs. Tolson, Nathan, Clegg, Foxworth, and Glavin, considered the attached bulletin concerning instructions for firearms training and recommends its approval.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

ORIGINAL FILED IN 1-29-229

RECORDED

66-2554-1390

FEDERAL BUREAU OF INVESTIGATION
AUG 31 1938
U. S. DEPARTMENT OF JUSTICE
RECEIVED
CLERK
FILE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/6/90 BY SP5clpms

HHG:ML

August 25, 1938

See

MEMORANDUM FOR THE DIRECTOR

There are attached hereto excerpts from the Bureau Bulletins relating to administrative matters which have been reviewed by Mr. Glavin, who has advised that all matters contained in these Bulletins which warranted a change in the Bureau's Manuals have been incorporated therein.

This procedure was approved by the Executive Conference.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Enclosures
cc: Mr. Glavin

RECORDED

66-2554-1391

FEDERAL BUREAU OF INVESTIGATION	
AUG 30 1938 A.M.	
U. S. DEPT. OF JUSTICE	
TOLSON	GLAVIN
WATSON	MOHR
NEASE	W

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 303,013
DATE 7/6/96 BY SP5CIV/MS

ORIGINAL FILED IN 66-1934-2-119

August 22, 1938

MEMORANDUM FOR THE DIRECTOR

The Executives Conference on August 20th, Messrs. Tolson, Hince, Glavin, Foxworth and Nathan being present, considered the suggestion of William S. Brannan, assembly verifier in the Identification Division, to the effect that contributors be requested (by means of a circular letter) to place the FBI number in red pencil on the front of fingerprint cards sent in, in the space presently used for this purpose by the Bureau. Mr. Brannan believed this procedure would save the time now required for Assembly Section employees to place these numbers on the cards, would aid in making identifications in the case of poor or blurred prints, and would eliminate considerable correspondence in connection with "missed" identifications.

It was pointed out to the Conference that, although we have had considerable success in getting contributors to furnish FBI numbers in a space provided therefor on the reverse side of the fingerprint card and in connection with criminal record inquiries, it is not believed the contributors could be relied upon to accurately furnish these numbers to the extent that we could assume them to be correct. They are not familiar with the physical setup of the Identification Division and in many instances are likely to be careless or inaccurate.

As to the saving of time on the part of employees presently doing this pencilling work, it was pointed out that it would still be necessary to have a squad of men assigned to pencilling work, inasmuch as additional alias cards as well as correspondence going into jackets at the time the current print is handled would necessarily have to be pencilled with the appropriate number. The pencillers also break down and file the jackets, so that the placing of the FBI number on the current fingerprint card is a very small portion of their work.

In connection with Mr. Brannan's statement that his suggestion would aid in making identifications in the case of poor or blurred prints, and would eliminate considerable correspondence in connection with "missed" identifications, the Conference was advised that we have, as indicated above, encouraged and requested contributors to place FBI numbers in the space provided on the reverse of the fingerprint cards, and at the present time we are taking advantage of the FBI number, wherever available, in connection with the Technical search of improperly taken prints. The Conference was further advised, in connection with Mr.

Mr. Tolson

Mr. Nathan

Mr. Tamm

Mr. Clegg

Mr. Coffey

Mr. Crowl

Mr. Dawsey

Mr. Egan

Mr. Foxworth

Mr. Glavin

Mr. Harbo

Mr. Lester

Mr. McIntire

Mr. Nichols

Mr. Tracy

Miss Gandy

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 7/6/90 BY SP5C11 Dms

ORIGINAL FILED IN

62-28822-39

166-2554-1392

INVESTIGATION

JUL 23 1938

DEPT. OF JUSTICE

FBI

AC for R1

[Signature]

WRG:atw

August 10, 1938

Suggestion #19
Special Agent L. B. Reed

Those present were Messrs.
Nathan
Tolson
Clegg
Foxworth
Glavin

MEMORANDUM FOR THE DIRECTOR

(1) Agent Reed suggests that each field office have at least one small closed truck for general use. These trucks would be of material advantage in hauling firearms, ammunition and equipment to rifle ranges. They would also be of good use in investigative work when sound equipment is employed, when Agents wish to conceal themselves from public view during surveillances.

The Conference, with the exception of Mr. Glavin, is of the opinion that this matter should be referred to appropriate field officials to ascertain whether such equipment is deemed necessary. Mr. Glavin is of the opinion that trucks of this type are unnecessary in the various field offices. He pointed out that the hauling of firearms and ammunition has been satisfactorily taken care of during the past several years by the use of Bureau-owned automobiles and from practical experience, it does not appear that these trucks would be necessary for any great amount of investigative surveillance work. He also pointed out that the cost of furnishing forty offices with these trucks would greatly outweigh the advantage of having them so assigned. If the majority report of the Conference is approved, an appropriate communication will be addressed to interested field officials to have this matter looked into.

(2) He also suggests that preference be given to male applicants, in so far as possible, when stenographers and clerks are appointed for duty in field offices.

The Conference pointed out that this is being done at the present time and the SACs have been so advised.

(3) He believes that the conference of clerical employees in the field offices should be discontinued. The time consumed could be more advantageously used due to the amount of work to be performed and that the newly appointed clerical employees could be quizzed and

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/6/90 BY SP5C/10ms

RECORDED

66-2554-1393

ORIGINAL FILED IN 66-2554-1393

Memorandum for the Director

-2-

August 10, 1938

specifically instructed by the Special Agent in Charge occasionally.

The Conference unanimously opposed the discontinuance of field office clerical conferences, it being believed much good results from these conferences.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

FEDERAL BUREAU OF INVESTIGATION

WASHINGTON, D. C.

August 22, 1938

WRG:atw

MEMORANDUM FOR THE DIRECTOR

Pursuant to the instructions contained in the Director's memorandum to Mr. Tolson on July 9, 1938, the Conference consisting of Messrs. Nathan, Tolson, Clegg, Foxworth and Glavin, considered the reports submitted by the Investigative Division and recommends that the following report be continued:

Daily delinquent report

The following report will be discontinued:

Monthly overtime report

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. GLAVIN
Secretary.

O.K. - H.

RECORDED

66-2554-1394

U.S. DEPARTMENT OF JUSTICE

AUG 23 1938

RECEIVED

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/6/90 BY SP5C/10MS

ORIGINAL FILED IN 66-2554-1394

9
WRG:atw

August 22, 1938

MEMORANDUM FOR THE DIRECTOR

Pursuant to the instructions contained in the Director's memorandum to Mr. Tolson on July 9, 1938, the Conference consisting of Messrs. Nathan, Tolson, Clegg, Foxworth and Glavin, considered the reports submitted by the Files Section and recommended that the following reports be continued:

- 09 Special Mail
1. Daily report of unfinished work in the Files Section
 2. Weekly report of employees on late duty -OUT in the Files Section
 3. Annual report of new cases received under each classification, submitted July 1st
 4. Annual report showing mail received and forwarded for fiscal year, submitted July 1st
 5. Weekly report of mail received and forwarded -MONTHLY in Files Section
 6. Weekly report of the work performed in the Stolen Property Index. -MONTHLY
 7. Daily attendance report for Files Section

It is recommended that the annual report of employees who will be on duty Saturday afternoons, Sundays and holidays be discontinued; that this data can be made a matter of record in that section and can be appropriately handled by the Supervisor in Charge.

Respectfully submitted,
FOR THE CONFERENCE
RECORDED

Clyde Tolson, Chairman

W. R. Glavin, Secretary

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/6/90 BY SP5C1/DMS

66-2554-1395

FILED

AUG 21 1938

U.S. DEPT. OF JUSTICE

RECEIVED

U.S. DEPT. OF JUSTICE

ORIGINAL FILED IN 66-2554-1395

2
PEF:DM

August 20, 1938

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, composed of Messrs. Tolson, Nathan, Glavin, Hines and Foxworth, considered the suggestion of Inspector Gurnea of New York that the latent fingerprints developed in the Erikid case be searched through the Single Fingerprint files in the various police departments in the Northeast. Those in attendance were in favor of the adoption of this suggestion.

There is attached a memorandum for the Identification Division instructing that the appropriate number of charts of the latent fingerprints in this case be prepared and forwarded to New York City.

Respectfully,
For the Conference

Clyde Tolson, Chairman

W. B. Glavin, Secretary

RECORDED

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/6/90 BY SP3C/ldms

7-2152-441

166-2554-1396

166-2554-1396

IDENTIFICATION

AUG 22 1938

DEPT. OF JUSTICE

RECEIVED

INDEXED

FILED

FEDERAL BUREAU OF INVESTIGATION

WASHINGTON, D. C.

WRG:JCR

August 20, 1938.

MEMORANDUM FOR THE DIRECTOR

Suggestion
Robert D. Gibbons
Identification Division

Those present were Messrs.
Nathan
Tolson
Foxworth
Hince
Glavin.

The Conference considered the suggestion of Mr. Gibbons with which he submitted a clipping from the Washington Herald of July 31, 1938, relating to a small camera attached to a firearm whereby a photograph is taken simultaneously with the firing of the gun. Although the value of this device does not appear to be as great as represented, it is his thought that if the camera were to be also equipped with a cross-hair device, similar to that now employed in the camera guns mounted on airplanes for target practice, or in creating realistic conditions in practice raids conducted in the course of the Special Agents training.

The Conference was advised that Mr. Baughman has examined a like device in the past and he is of the opinion that no value would accrue to the Bureau either in actual service or for training purposes. The Conference recommends unfavorably as to this suggestion.

There is attached hereto a communication to Mr. Gibbons.

Respectfully submitted,
For the Conference

RECORDED

Clyde Tolson, Chairman

W. R. Glavin, Secretary.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 333,013
DATE 7/6/96 BY SP5C110ms

66-2554-1397

ORIGINAL FILED IN

66-2554-90

COPY

WRG:atw

August 22, 1938.

MEMORANDUM FOR THE DIRECTOR

Pursuant to the instructions contained in the Director's memorandum to Mr. Tolson on July 9, 1938, the Conference consisting of Messrs. Nathan, Tolson, Clegg, Foxworth and Glavin, considered the reports submitted by the Training and Inspection Division and recommends that the following reports be continued:

1. Daily report of stenographic work
Sample No. 1 attached
2. Weekly report of gymnasium attendance listing those - OUT in delinquent status. To be submitted beginning 7/18/38 with copies to each Division Chief in order to stimulate gym attendance
3. Reports are submitted on Supervisors' Conferences and on all Trainees and Retrainees who attend the Bureau's schools
4. Release regarding opening of each NPA session. Sample #3 attached
5. Release regarding closing of each NPA session. Sample #4 attached
6. Interesting Case release submitted 90 days after each NPA graduation. Sample #5 attached.
7. Confidential memo submitted 90 days after each NPA graduation (This memo is not printed and no sample is attached)
8. Plus and minus list on graduates of Police Academy submitted 90 days after each NPA graduation. (This list is not printed and no sample is attached.)

The monthly overtime report will be discontinued. --OUT

Respectfully submitted,
FOR THE CONFERENCE

RECORDED

Clyde Tolson, Chairman

W. R. Glavin, Secretary

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 333,03
DATE 7/6/90 BY SP5CJ/oms

66-2554-1398
SEP 1 1938 A.M.
TOLSON
Clegg
FOUR
PERSONNEL

ORIGINAL FILED IN 66-1855-A-149

WRG:atw

August 22, 1938

MEMORANDUM FOR THE DIRECTOR

Pursuant to the instructions contained in the Director's memorandum to Mr. Tolson on July 9, 1938, the Conference consisting of Messrs. Nathan, Tolson, Clegg, Foxworth and Glavin, considered the reports submitted by the Statistical Section and recommends that the reports submitted by that section be continued with the exception of the overtime report. Those reports to be continued are as follows:

The daily delinquent report of correspondence

The daily report on returns and cards punched showing the number received and the delinquencies

The monthly error report

Organization report submitted monthly

Respectfully submitted,
FOR THE CONFERENCE

Glyde Tolson
Chairman

W. R. Glavin
Secretary

RECORDED

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/6/90 BY SP5C/DM5

66-2554-1399

FEDERAL BUREAU OF INVESTIGATION
SEP 1 1938 A.M.
U. S. DEPARTMENT OF JUSTICE
TOLSON
Clegg
Glavin
Ladd
Nichols
Rosen
Tracy
Harbo
Mohr
Tele. Room
Nease
Gandy

66-2554-1399

REF:DM

August 20, 1938

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, composed of Messrs. Tolson, Nathan, Glavin, Hince and Foxworth, considered the suggestion of Mr. Willard Boone, typist of the Oklahoma City office, that whenever a wanted notice is placed by an auxiliary office, a carbon copy of the letter requesting the wanted notice be forwarded to the office of origin. Mr. Boone would then have the office of origin prepare an appropriate wanted notice card to be maintained in its files. The present procedure followed by the Bureau is to maintain the wanted notice file in the office that actually places the notices, and it was felt that there would be no advantage in changing this procedure and to require such wanted notices to be maintained with the office of origin could result in needless and unnecessary correspondence between the various field divisions.

A letter of appreciation to the employee is attached.

Respectfully,
For the Conference

Clyde Tolson, Chairman

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 7/6/90 BY SP5C/11 DMS

W. R. Glavin, Secretary

RECORDED

66-2554-1400

TOLSON
FOXWORTH
GLAVIN
HINCENY
NATHAN
ROSEN
TRACY
WATSON
WILLARD
WINTERROWD
YERGEN
ZIEGLER

ORIGINAL FILED IN 62-2445-1194

FLF:DM

August 23, 1938

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, composed of Messrs. Tolson, Nathan, Glavin, Hince and Foxworth, considered the attached bulletin to the field advising that no investigations should be conducted of matters involving the Farm Security Administration or the Resettlement Administration, inasmuch as these agencies have investigative staffs of their own. The bulletin instructs that when such complaints are received, they are to be referred to the nearest office of the Investigation Division of the Farm Security Administration.

Those in attendance at the conference were unanimously in favor of the submission of this bulletin to the field.

Respectfully,
For the Conference

Clyde Tolson, Chairman

W. R. Glavin, Secretary

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/6/96 BY SP5C/MS

RECORDED
&
INDEXED

66-2554-1401

RECEIVED
AUG 24 1938

TOLSON
DEPT. OF JUSTICE
PERSONNEL

62-51507-2

ORIGINAL FILED IN

HVP:JDIF

August 2, 1938.

MEMORANDUM FOR MR. FOXNORTH

RE: RESETTLEMENT ADMINISTRATION and
FARM SECURITY ADMINISTRATION

In accordance with your instructions the attached Bureau
Bulletin has been prepared relative to the disposition of complaints
regarding the operations of the Resettlement Administration and the
Farm Security Administration.

Respectfully,

H. C. Van Pelt

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/6/90 BY SP5C110ms

RECORDED

66-2554-1401

PERSONNEL

ORIGINAL FILED IN 62-51507-2

SJD:TD

July 2, 1938

MEMORANDUM FOR MR. TAMM

Re: Resettlement Administration and
Farm Security Administration.

The writer recently talked with Special Agent A. A. Muzzey in regard to the Resettlement and Farm Credit Administration. Mr. Muzzey was formerly employed by the Resettlement Administration. He informed the writer that over a year ago the Farm Security Administration took over the Resettlement Administration. The Farm Security Administration has an Investigative Unit known as the Investigation Division, which employs approximately 60 investigators, who are known as Special Agents, the salaries of these Special Agents ranging from \$1800 to \$4600 per annum. The Investigation Division of the Farm Security Administration, which by the way is under the Department of Agriculture, has five field offices located at Washington, D. C., Birmingham, Alabama, Dallas, Texas, Salt Lake City, Utah and Chicago, Illinois. The following former Special Agents have some of the key positions in the Investigation Division of the Farm Security Administration:

E. T. Amis, Chief Investigator -
Arthur McLawhon, Assistant Chief Investigator -
D. L. Nicholson, Special Agent in Charge,
Washington, D.C. Field Office -
E. B. Johnson, Special Agent in Charge of the
Dallas Field Office -
Frank Brechenser, Special Agent in Charge of
the Salt Lake City Office and
John Dowd, Special Agent in Charge of the
Chicago Office.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 333,613
DATE 7/6/96 BY SP5C/10ms

The investigators for the Investigation Division conduct both criminal, civil and administrative investigations. The Special Agents conduct criminal investigations covering various frauds against the Farm Security Administration. Mr. Muzzey informed that it was his understanding matters of prosecution are turned over to the Works

RENOVA

RECORDED

66-2554-1401

AUG 21 1938

ONE PERSONNEL

ORIGINAL FILED IN 62-5507-2

7-2-38

Progress Administration in order that they may be presented to the United States Attorneys for prosecution. This procedure was apparently adopted because of the fact that the various United States Attorneys were complaining of the number of various New Deal Agencies which were presenting matters for prosecution. The civil investigations are in the nature of ascertaining the financial responsibility, character and reputation of its debtors or clients. The administrative investigations are in the nature of making surveys for projects which the Farm Security Administration might undertake.

In view of the above information, it is suggested that when a new Bureau Bulletin is prepared in regard to the alphabetical cases that information be included indicating that cases arising out of the activities of the Farm Security Administration should be referred to the nearest field office of that Administration.

Respectfully,

S.J. Drayton

UNITED STATES DEPARTMENT OF AGRICULTURE
FARM SECURITY ADMINISTRATION

WASHINGTON

Jul 26 1938

Mr. John Edgar Hoover,
Director, Federal Bureau of Investigation,
U. S. Department of Justice,
Washington, D. C.

Dear Mr. Hoover:

Pursuant to the request contained in your letter dated July 15, 1938, I am listing below the location of each of the field offices of this Division:

Washington, D. C.
330 Barr Building

Birmingham, Alabama
908 Comer Building

Chicago, Illinois
908 De Paul Building
64 East Lake Street

Dallas, Texas
911 Liberty Bank Bldg.

Salt Lake City, Utah
516 Judge Building

Very truly yours,

/s/ Robert T. Amis.

Robert T. Amis,
Acting Director,
Investigation Division.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/6/90 BY SP5C10MS

66-2534-1401

AUG 24 1938

U. S. DEPARTMENT OF JUSTICE

ONE FILE

PERSONNEL

62-51507-2

COPY:MM
WRG:MTS

August 24, 1938

MEMORANDUM FOR THE DIRECTOR

The Conference, consisting of Messrs. Nathan, Tolson, Clegg, Foxworth, and Glavin, considered a suggestion submitted by Mr. Harbo concerning the recording of state court statistics. Mr. Harbo pointed out that in the past there had appeared to be no clear-cut policy with reference to the types of situations in which state court statistics should be indicated for recording purposes by the Investigative Division supervisors. He suggests that the result of state court actions should at all times be recorded when the case was investigated by the Bureau and the evidence was made available to the state prosecutor, or when testimony has been given in the state court by a Bureau employee. He also states that Investigative Division supervisors should continue the practice of making notations on the investigative reports indicating the state court statistics to be recorded in the Statistical Section.

The Conference is in agreement with Mr. Harbo's suggestion and if you approve there is attached hereto a memorandum addressed to Messrs. Tamm, Foxworth, Nathan, Coffey, and Harbo relative to this matter.

Respectfully,
For the Conference

s/ Clyde Tolson,
Chairman

s/ W.R. Glavin,
Secretary.

O.K. - H.

RECORDED

66-2554-1402

SEP 3 1938

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 33,613
DATE 7/6/96 BY SP5C110ms

TO: DIRECTOR
FROM: CHAIRMAN
SUBJECT: STATE COURT STATISTICS

66-2554-1402

ERG:JCR

August 20, 1938

MEMORANDUM FOR THE DIRECTOR

Suggestion
Clerk Harry S. Miller

Those present were Messrs.
Nathan
Tolson
Foxworth
Hince
Glavin

The Conference considered the suggestion submitted under date of August 2, 1938 by Harry S. Miller of the Investigative Division. He suggests that the Bureau discontinue indexing names of Government attorneys in War Risk Insurance cases. Mr. Chambers, War Risk Insurance supervisor is in agreement.

Messrs. Dawsey and Donegan are also in agreement that this practice be discontinued and these gentlemen under date of August 13, 1938, advised they have instructed that this practice be discontinued.

The Conference is in agreement that inasmuch as no benefit is derived from the indexing of Government attorneys in War Risk Insurance cases that this procedure be permanently discontinued.

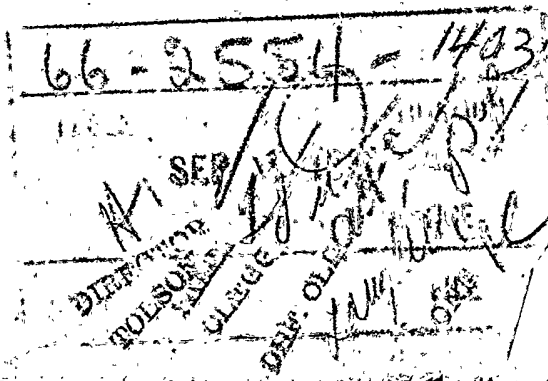
There is attached hereto a memorandum to Mr. Laughlin so instructing him and a communication of thanks to Mr. Miller.

Respectfully submitted,
For the Conference

Clyde Tolson, Chairman

W. R. Glavin, Secretary

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323, 013
DATE 3/6/90 BY SP5C110MS



COPY:MM
WRG:JCR

August 20, 1938

MEMORANDUM FOR THE DIRECTOR

Those present were Messrs.
Nathan
Tolson
Foxworth
Hince
Glavin

The Conference considered the desirability of re-allocating the Arizona territory from the Los Angeles Office to the El Paso Office, this suggestion having been made by Special Agent in Charge Unbreiner of the El Paso Office, he pointing out that the El Paso Office is nearer the Arizona territory than is the Los Angeles Office. This matter was referred to Mr. Egan to check into during his recent inspection of the El Paso Office.

Mr. Egan, under date of August 8, 1938, reported that he has made a study of all the cases pending in the Arizona territory and found 138 cases, containing 184 leads. In segregating these leads, he found 35% of the work in the Arizona territory is at Phoenix and 20% at Tucson; the balance is scattered throughout the territory. Mr. Egan submitted a map of the Arizona territory, which is attached hereto, wherein he has circled the distribution of work in Arizona, pointing out that 90% is at Phoenix, Tucson or between Phoenix and El Paso. Mr. Egan reports that there are good highways from El Paso to the territory where the leads are and also good roads from New Mexico into that portion of Arizona where the leads are to be worked. He further points out that an analysis of the pending cases reflects that 39% now pending, originated in other offices, 56% originated from police officers, United States Attorney or other Federal officials or the Bureau, and only 5% received from California law enforcement officers and banks in California.

In addition to the 138 cases in the Arizona territory, there are 148 cases now pending in the present El Paso territory. He believes that with the transfer of the resident agent now stationed at Phoenix to the El Paso Office that the personnel, with this addition, at the El Paso Office can handle the work of the Arizona territory. He further points out that quite a few cases pending in Arizona are delinquent at the present time.

RECORDED

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/6/90 BY SP5CJ/DMs

66-2534-1404

TOLESON

CLERK

1938

66-2534-121

COPY:MM

Memo for the Director, Page 2.

August 20, 1938.

Mr. Egan reports that the present force of the El Paso Office is capable of handling this work without any addition of either clerical or investigative personnel, and he recommends that the Arizona territory be transferred to the El Paso District.

The Conference was advised that in addition to having a resident agent at Phoenix, a resident agent has recently been stationed at Tucson, Arizona and you may desire to have the headquarters of both these agents remain as they are and have their office of assignment the El Paso Office instead of the Los Angeles Office.

The Conference recommends that Mr. Egan's recommendation be approved and that the Arizona territory be transferred to the El Paso Office.

If you approve, appropriate instructions will be issued to the Chief Clerk's Office to properly notify the Special Agents in Charge of both El Paso and Los Angeles.

Respectfully submitted,
For the Conference

s/ Clyde Tolson, Chairman

s/ W.R. Glavin, Secretary

O.K. - H.

WRG:JCR

August 23, 1938

MEMORANDUM FOR THE DIRECTOR

Suggestion
I. E. Nitschke
Special Agent

Those present were Messrs.
Nathan
Tolson
Foxworth
Hince
Glavin

The Conference considered the suggestion of Mr. Nitschke to obtain a number of cross-draw hip holsters for distribution to its investigative personnel. Mr. Nitschke, in a memorandum addressed to Mr. Clegg, July 13, 1938, stated that there are a few Agents in the service who, instead of wearing their firearms in the convention manner--right handed person on right hip and left handed person on left hip--desired to carry their firearms on the opposite hip, drawing the piece across the body when taking it out of the holster. He stated these Agents are using the regular holsters which are not made for cross-draw purposes, and recommended that regular cross-draw holsters be secured.

The Conference was advised that samples of cross-draw holsters have been secured and have been submitted for the approval of the various firearms experts. Nitschke, Walsh and Wyly agreed that the higher holster was the type best suited for use of the Agents and Mr. Baughman was of the opinion that the cross-draw hip holster was impractical and consequently did not favor the Bureau purchasing any such holsters. Mr. Baughman points out that he examined the holsters and believes them to be impractical for the Bureau's work in that they hold the gun in such a position that it will be conspicuous and obvious that a gun is being worn, and also they will poke the coat out to a conspicuous degree. The recommendations of the four firearms experts are attached hereto.

The Conference recommended that a limited supply of cross-draw holsters approved by Nitschke, Walsh and Wyly be secured. If you approve, appropriate instructions will be issued to the Chief Clerk's Office.

RECORDED

Respectfully submitted,
For the Conference

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 393,613
DATE 7/6/96 BY SP5C/10ms

SEP 2 1938

W. R. Glavin, Secretary

Clyde Tolson, Chairman

ORIGINAL FILED IN 66-2554-1405

AHC:SBR

August 9, 1938

MEMORANDUM FOR MR. GLAVIN

Re: Cross Draw Quick Draw Hip Holsters

With reference to the memorandum dated July 13, 1938, by Special Agent I. E. Nitschke recommending the purchase of cross draw holsters for issuance to Agents of the Bureau, you are advised that this office procured two samples from the Heiser Company and exhibited them to the various firearms experts for their approval.

Messrs. Nitschke, Walsh and Wray agreed that the higher holster was the type best suited for the use of the Bureau. Mr. Baughman stated that he thought the cross draw holster was impractical for the Bureau's work and consequently he did not favor either of them. The memoranda stating these recommendations in full are attached hereto.

In the event the Bureau decides to purchase a supply of these holsters, it is believed that only twenty should be bought at a time. This would make it possible to buy them without soliciting bids inasmuch as Mr. Lorch who represents the Heiser Company has agreed to furnish them at the same price that he furnished the regular type of holster.

Respectfully,

A. H. Crowl.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 7/6/90 BY SP5CJ/oms

RECORDED

Mr. Tolson.....
Mr. Nathan.....
Mr. Tamm.....
Mr. Clegg.....
Mr. Coffey.....
Mr. Crowl.....
Mr. Dawsey.....
Mr. Egan.....
Mr. Foxworth.....
Mr. Glavin.....
Mr. Ladd.....
Mr. Lester.....
Mr. McIntire.....
Mr. Nichols.....
Mr. Tracy.....
Miss Gandy.....

66-2554-1405

FEDERAL BUREAU OF INVESTIGATION

SEP 21 1938

U. S. DEPT. OF JUSTICE

FILE

ORIGINAL WITH 66-3760-2206

Washington Field Division, Rm. 2266,
Washington, D. C.

July 13, 1938.

MEMORANDUM FOR MR. CHIEF,

There has been a desire on the part of a number of Special Agents to obtain holsters designed for "cross draw", meaning by this a person normally right handed could carry his holster on his right hip. A cross draw holster is a holster designed for the opposite hip.

In view of the fact that the Bureau does not have suitable cross draw holsters, I am suggesting that a few of these holsters be purchased, suitable for the .38 caliber Police revolver, the type of side arm presently issued by the Bureau.

I would not suggest that more than two dozen of these holsters be purchased, in view of the small number of Special Agents who desire to draw a weapon from this side of the body. I do feel, however, that we should have these holsters in that should an Agent desire to wear his gun in this manner, he will have a holster designed for this purpose.

Respectfully,

L. E. Hitchcock,
Special Agent.

LEH:JCH

RECORDED

66-2554-1405

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/14/90 BY SP5C/10MS

TFB:AWK

August 3, 1938

MEMORANDUM FOR MR. CROWL

Mr. Reeder of your office has exhibited to me two sample holsters of the type known as cross draw and requests that I advise you of my opinion of these two articles. I have examined them both and believe that both of them are impractical for the Bureau's work in that both hold the gun in such a position that it will be conspicuous and obvious that a gun is being worn, also they will poke the coat out to a conspicuous degree.

Very truly yours,

T. F. Baughman

ORIGINAL FILED IN 66-3760-2246

RECORDED

66-2554-1405	
FEDERAL BUREAU OF INVESTIGATION	SEP 14 1938
U. S. DEPT. OF JUSTICE	
TOLSON	FILE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/6/90 BY SP5C110MS

Washington Field Division, Room 2266,
Washington, D. C.

August 4, 1938.

MEMORANDUM FOR THE CHIEF CLERK.

Mr. REEDER of your Division has exhibited the two cross draw holsters which the Bureau has obtained for consideration, to me and I personally recommend the cross draw holster with the low strap.

Respectfully submitted,

PERCY WYLY,
Special Agent.

PW:AM

RECORDED

66-2554-1405

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/6/98 BY SP5C/110ms

RECORDED	
66-2554-1405	
SEP 10 1938	
U.S. DEPT. OF JUSTICE	
TOLSON	
SEP 10 1938	

ORIGINAL FILED IN 66-2554-1405

Washington, D. C.

August 5, 1938.

MEMORANDUM FOR THE CHIEF CLERK

MR. REEDER recently submitted to me for inspection cross-draw holsters, and after examination of these holsters, it is my opinion that the higher of the two would be more desirable and practical for Bureau use.

This holster because of the position of the belt loop holds the revolver which it carries much higher on the body than the holster which was submitted at the same time as this one. This holster was very well made and the fact that it sets a revolver high permits the revolver to be carried as inconspicuously as possible in that type of holster, and also the tilt of the holster was such as to permit a smooth, rapid, safe withdrawal of the revolver.

It is my recommendation that this particular type of holster be purchased.

Respectfully,

WALTER R. WALSH,
Special Agent.

WRW:GS

RECORDED

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 223,013
DATE 7/6/90 BY SP5C110MS

66-2554-1405

SEARCHED	INDEXED
SERIALIZED	FILED
AUG 10 1938	
FBI - NEW YORK	

W. R. WALSH

ORIGINAL FILED IN 66-2554-1405

PEF:DM

August 31, 1938

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, composed of Messrs. Tolson, Nathan, Clegg, Glavin and Foxworth, considered the suggestion of Special Agent S. B. Landrum that in all instances where the subject of a Bureau case becomes a fugitive, the field office wherein the warrant for the arrest of that individual is returned non est should be required to immediately transmit to the Bureau a form letter furnishing the necessary information for the preparation of a fugitive index card. Mr. Landrum further pointed out that the 8 x 8 cards which had been furnished to the field offices for the placing of wanted notices did not give the complete information and that their use was impractical as they required additional typing after receipt in the Bureau, and further, that it was necessary to prepare from such cards a smaller 3 x 5 fugitive index card for a file which is now being maintained.

The Conference was unanimously in favor of furnishing to the field offices a form letter which would be used in advising the Bureau in all instances when non est returns were made upon warrants issued for persons whose apprehension is being sought by the Bureau.

Respectfully,
For the Conference

Clyde Tolson, Chairman

RECORDED

W. R. Glavin, Secretary

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/6/90 BY SP5C10ms

1405X

66-2554-1405X

FEDERAL BUREAU OF INVESTIGATION
FEB 2 1939
U. S. DEPARTMENT OF JUSTICE
TOLSON
TAMM
FOUR

ORIGINAL FILED IN 1405X

WRG:JCR

September 2, 1938

MEMORANDUM FOR THE DIRECTOR

Those present were Messrs.
Tolson
Nathan
Tamm
Clegg
Glavin

The Conference considered the suggestion of SAC Hendon of the St. Paul Office, wherein he advises that R. M. McElroy, Chief Clerk of that office suggests that the FBI Law Enforcement Bulletins be placed in regular magazine binders instead of loose-leaf binders as at present, he pointing out that the loose-leaf binders do not hold many Bulletins for efficient reading purposes, necessitating a great many binders for a comparatively few Bulletins, and even though neatly punched, the appearance of the Bulletins and binders is slightly "amateurish".

Mr. Nichols suggests that if magazine binders can be secured for the same price as the loose-leaf binders used at the present, he believes it would be an excellent idea.

The Conference was advised by Mr. Glavin that magazine binder would cost \$2.30 each while the present loose-leaf binder costs \$2.01 each.

The Conference was of the opinion that the present method of filing the FBI Law Enforcement Bulletins is satisfactory and therefore recommends unfavorably. There is attached hereto a communication to Mr. McElroy concerning his suggestion.

Respectfully submitted,
For the Conference

RECORDED

W. R. Glavin, Secretary

Clyde Tolson, Chairman

Mr. Tolson
Mr. Nathan
Mr. Tamm
Mr. Clegg
Mr. Coffey
Mr. Crowl
Mr. Dawsey
Mr. Egan
Mr. Foxworth
Mr. Glavin
Mr. Harbo
Mr. Lester
Mr. McIntire
Mr. Nichols
Mr. Tracy
Miss Gandy

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/6/90 BY SP5C/10MS

66-2554-1406

TOLESON
TAMM
CONE
JUL 11 1938
U.S. DEPT. OF JUSTICE
FILE

ORIGINAL FILED IN 94-3-1-2780

HN:CSH

September 1, 1938

MEMORANDUM FOR THE DIRECTOR

This morning the Executives Conference, consisting of Messrs. Tolson, Clegg, E. A. Tamm, Glavin and Nathan, considered the suggestion of Mr. Engert that a new chart be prepared for exhibit purposes in the Single Fingerprint Section, said chart to show the latent fingerprint identifications effected in the Ross kidnaping case.

The Conference was unanimously of the opinion that this would not be desirable. There is a chart in the Single Fingerprint Section at the present time outlining the latent print identifications in the Weyerhaeuser case. The Conference was of the opinion that it would not be desirable to place further emphasis on latent fingerprint work with regard to its efficacy in kidnaping cases.

A letter to Mr. Engert is attached.

Respectfully,
For the Conference,

Clyde Tolson, Chairman

W. R. Glavin, Secretary

Mr. Tolson _____
Mr. Nathan _____
Mr. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Crowl _____
Mr. Dawsey _____
Mr. Egan _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Harbo _____
Mr. Lester _____
Mr. McIntire _____
Mr. Nichols _____
Mr. Tracy _____
Miss Gandy _____

RECORDED

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 333,613
DATE 7/6/96 BY SP5CJ/DMJ

66-2554-1407

FEDERAL BUREAU OF INVESTIGATION
SEP 3 1938 A.M.
U. S. DEPT. OF JUSTICE

DIRECTOR TOLSON
NATHAN
CANNON
GLAVIN
COFFEY
CROWL
DAWSEY
EGAN
FOXWORTH
HARBO
LESTER
MCINTIRE
NICHOLS
TRACY
GANDY

66-3020-709

PEF:DM

August 31, 1938

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, composed of Messrs. Tolson, Nathan, Clegg, Glavin and Foxworth, considered the suggestion of Supervisor Pennington to the effect that the Manual of Instructions covering National Bank Act cases be amended to contain a suggestion that unknown subject bank cases be given the same expeditious attention as is given to bank robbery cases. The conference felt that it would not be necessary to include such a provision in the Manual but that it would be desirable to include this suggestion in the general letter to the field, and accordingly, a memorandum for Mr. Clegg is attached, instructing that this be done.

Respectfully,
For the Conference

Clyde Tolson, Chairman

E. R. Glavin, Secretary

RECORDED

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 333,613
DATE 7/6/96 BY SP5CJL/MS

66-2554-1408

FEDERAL BUREAU OF INVESTIGATION

SEP 2 1938

U.S. DEPT. OF JUSTICE

FOUR

FOUR

SEP. 6 1938

PENNINGTON

PERS. FILES

ORIGINAL FILED IN 66-2554-137

PEF:DM

August 31, 1938

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, composed of Messrs. Tolson, Nathan, Clegg, Glavin and Foxworth, considered the suggestion of Mr. Engert of the Single Fingerprint Section that all individuals referred to the Single Fingerprint Section who have been sentenced to a Federal penitentiary for a long term, be not included in the Single Fingerprint file. This suggestion has been considered on other occasions and the Conference is of the opinion that if it were possible to immediately ascertain when such persons were released from the penal institutions, it would be satisfactory to follow this procedure but it was pointed out that at the present time this cannot be done. Such prisoners are released on parole, conditionally released and escape. Therefore, it was felt that no attempt should be made to exclude from the Single Fingerprint file those persons now in custody and that any purging of this file be held in abeyance until such a time as the number of prints contained in the file made a reduction necessary.

Mr. Engert further suggested that all field offices be re-circularized relative to obtaining information concerning persons whose fingerprints should be placed in the Single Fingerprint File. He felt that this information should be secured from the various police organizations and pointed out that the field divisions were first circularized in 1933. It was pointed out by the Conference that there have been continuous instructions outstanding to the field offices to submit information concerning individuals who it was thought should be included in this File. The conference was further of the opinion that the most practical means of developing the Single Fingerprint File would be to have the employees of the Identification Division be on the alert and when criminal records were notices of individuals of the type included in the File, they should be referred to the Single Fingerprint Section for inclusion therein.

RECORDED

Respectfully,

For the Conference

SEP 14 1938

Clyde Tolson, Chairman

E. R. Glavin, Secretary

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/6/90 BY SP5C/10MS

ORIGINAL FILED IN 66-1631-5307

PEF:DM

August 31, 1938

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, composed of Messrs. Tolson, Nathan, Clegg, Glavin and Foxworth, considered the suggestion of Special Agent T. M. Clifford that all fragmentary latent prints be compared with the unidentified prints in the Mattnap case. The Conference was advised that Mr. Engert of the Single Fingerprint Section has stated that it would be necessary to review all Bureau case files which were opened since the latent fingerprint work was adopted by the Bureau in order to carry out the suggestion of Agent Clifford. It was not felt that this would be practicable. At the present time fragmentary latent prints received in the Bureau which are not susceptible of classification, are not compared with the latent prints of the Mattnap case. The Conference was in favor of immediately initiating the practice of comparing the currently received fragmentary latents with the latent prints in the Mattnap case.

Respectfully,
For the Conference

Clyde Tolson, Chairman

W. R. Glavin, Secretary

RECORDED
&
INDEXED

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 7/6/90 BY SP5C11.0m5

66-2557-1410

SEP 7 1938

TOLSON
EAMM
FOXTON
ONE
NATHAN
ADJUTANT
1938

LBW:DSS

September 1, 1938

MEMORANDUM FOR THE DIRECTOR

There is attached hereto a draft of the Annual Report of the Bureau, which is due on September 15, 1938. It has been approved by the various Assistant Directors and Division Heads, as indicated by their signatures.

Respectfully,

L. B. Nichols

Clyde Tolson

Harold Nathan

E. A. Tamm

W. R. Glavin

H. H. Clegg

E. P. Coffey

R. T. Harbo

ORIGINAL FILED IN 66-6000-57

RECORDED

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 393,013
DATE 7/16/96 BY SP5CJ/MS

66-2554-1411

SEP 17 1938

INDEXED

FILE

HHC:ES

September 7, 1938

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered and approved the suggested changes in the Manual of Rules and Regulations, Section 42, and Manual of Instructions, Section 28, as submitted by Mr. Gebben in a memorandum for Mr. Foxworth.

This material has been reviewed by Mr. Glavin for Mr. Tolson, Mr. Nathan, Mr. Foxworth for Mr. Tamm, Mr. Foxworth, Mr. Glavin, and Mr. Clegg.

Respectfully,
For the Conference

Clyde Tolson, Chairman

W. R. Glavin, Secretary

CC: Mr. Glavin

Mr. Tolson
Mr. Clegg
Mr. Coffey
Mr. Crowl
Mr. Dawsey
Mr. Egan
Mr. Foxworth
Mr. Glavin
Mr. Harbo
Mr. Lester
Mr. McIntire
Mr. Nichols
Mr. Tracy
Miss Gandy

RECORDED

66-2554-1411X

FEDERAL BUREAU OF INVESTIGATION	
SEP 22 1938	
U.S. DEPARTMENT OF JUSTICE	
TOLSON	CLARK
COFFY	WATKINS
GLAVIN	CHASE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 7/6/90 BY SP5C/10ms

ORIGINAL FILED IN 66-1934-2-137

EJG:TD

August 27, 1938

MEMORANDUM FOR MR. FOXWORTH

There are transmitted herewith suggested changes to be incorporated in the new Manual.

The paragraph of Section 42, Rules and Regulations headed "Undeveloped Leads" has been altered to include information contained in Bureau Bulletin Number 96, Second Series, dated April 15, 1938, which states that both the business and residence address of persons to be interviewed should be set out in reports; and also information contained in Bureau Bulletin Number 95, Second Series, dated April 1, 1938, which states that undeveloped leads need not be covered if the Special Agent in Charge of the office receiving the same believes they are not necessary or logical.

The paragraph entitled "Synopsis of Facts" in Section 42 of the Rules and Regulations has been changed to include the information contained in Bureau Bulletin Number 95, Second Series, dated April 1, 1938, relative to the recording of statistical data in the synopsis of each report in order to facilitate the work at the Seat of Government.

The second and third paragraphs on page three of Section 28 of the Manual of instructions are being deleted and a new paragraph is being substituted which contains the information furnished on page ten of Bureau Bulletin 109, Second Series, dated July 25, 1938, to the effect that all violations of the Securities Act of 1933 should be referred to the Securities and Exchange Commission.

The last paragraph on page 4 of Section 28 of the Manual of instructions and the first paragraph on page 5, have been deleted in view of the information contained in Bureau Bulletin Number 95, Second Series, dated April 1, 1938. A new paragraph has been added stating that no investigation should be conducted in National Stolen Property Act cases until there is a definite indication that stolen property in excess of \$5,000 has moved interstate.

The second paragraph on page 5 of Section 28, Manual of Instructions, has been altered to include the information contained in

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 303,013
DATE 7/6/90 BY SP5C119MS

SEP 23 1938
DEPT. OF JUSTICE
HOLSON
NATHAN
TAMM
FOXWORTH
CHASE
HOLMES

Memo. for Mr. Foxworth

- 2 -

8-27-38

Bureau Bulletin Number 86, Second Series, dated January 15, 1938. The new paragraph states that Field Divisions upon receiving information relative to the theft of securities or other property capable of being indexed should forward all available information immediately for indexing in the National Stolen Property File.

Respectfully,

E. J. Gebben

HHC:ACS

September 20, 1938

66-2277-52

MEMORANDUM FOR THE DIRECTOR

The Executives' Conference, Messrs. Tolson, Glavin, E. A. Tamm, Quinn Tamm, and Clegg being present, considered the suggestion of Special Agent Z. J. VanLandingham that in addition to requiring the Office of Origin and the Office of Prosecution to re-state undeveloped leads which are outstanding that the offices submitting reports also be required to re-state all outstanding undeveloped leads pending in the territory covered by that office.

The Executives' Conference did not approve this suggestion as a requirement but felt that it might be left to the individual desires of each office and might be applied in accordance with the needs of individual cases. It has been observed that in the Detroit Division instructions have been issued to follow this procedure but it is not believed that the Bureau should adopt a policy requiring such action of all offices.

The employee is being advised accordingly if approved.

Respectfully,

Glyde Tolson
Chairman

W. R. Glavin
Secretary

RECORDED

Enclosure
(Outgoing letter)

cc - Mr. Glavin.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 333,013
DATE 7/6/90 BY SP5C10ms

ORIGINAL FILED IN 66-2277-52

Mr. Tolson
Mr. Nathan
Mr. Tamm
Mr. Clegg
Mr. Coffey
Mr. Crowl
Mr. Dawsey
Mr. Egan
Mr. Foxworth
Mr. Glavin
Mr. Harbo
Mr. Lester
Mr. McIntire
Mr. Idealis
Mr. Tracy
Miss Gandy

66-2554-1412

SEP 21 1938

U. S. DEPT. OF JUSTICE

TOLSON

WRG:atw

September 15, 1938

MEMORANDUM FOR THE DIRECTOR

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y
The Conference consisting of Messrs. Tolson, Clegg, E. A. Tamm, Quinn Tamm and Glavin considered a suggestion submitted by Mr. Joseph Allen of the Investigative Unit that more complete information be furnished on page three of the Monthly Administrative Report which covers delinquent cases. Mr. Allen points out that there are times when it is necessary to call numerous files in order to ascertain the case that is delinquent; that if further information were included on page three, this additional work at the Seat of Government would be eliminated.

Mr. Laughlin of the Chief Clerk's Office in a memorandum to Mr. Tolson which was also considered by the Conference stated that the instructions to the field at the present time are such that if they are properly followed adequate information is furnished on page three of the Monthly Administrative Report. He suggests that in instances where insufficient information is submitted that the appropriate field office be advised.

The Conference is in agreement with the comments made by Mr. Laughlin and recommends against any further instructions being furnished the field concerning this matter.

Respectfully submitted,
FOR THE CONFERENCE

Glyde Tolson, Chairman

RECORDED

W. R. Glavin, Secretary

INDEXED

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 333013
DATE 7/6/90 BY SP5C110MS

Mr. Tolson
Mr. Nathan
Mr. Tamm
Mr. Clegg
Mr. Coffey
Mr. Crowl
Mr. Dawsey
Mr. Egan
Mr. Foxworth
Mr. Glavin
Mr. Harbo
Mr. Lester
Mr. McIntire
Mr. Nichols
Mr. Tracy
Miss Gandy

ORIGINAL FILED IN 66-2119-122X

September 2, 1938

URG:JCH

MEMORANDUM FOR THE DIRECTOR

Suggestion
Mr. E. P. Coffey

Those present were Messrs.
Tolson
Nathan
Tamm
Clegg
Glavin

The Conference considered the suggestion of Mr. E. P. Coffey that a public address system be installed in Class Room #1. Mr. Clegg pointed out that during the recent retraining class for the National Police Academy it was necessary to set up several temporary and miscellaneous amplifiers together with microphones for properly conveying the messages of the various speakers and lecturers to the assembled class throughout the room. Mr. Clegg pointed out that if this address system is installed it will not be used on all occasions but only when the occasion demands.

The Conference recommends that the necessary system be installed and if you approve, appropriate instructions will be issued to the Chief Clerk's Office looking toward the early installation of this equipment.

OK H*

I have no objection but it looks to me as a crutch for some of our faint voiced speakers who ought to be able to talk loud enough to be heard without amplifiers. H

Clyde Tolson, Chairman

W. R. Glavin, Secretary

RECORDED

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323013
DATE 7/6/90 BY SP5C/10ms

Mr. Tolson
Mr. Nathan
Mr. Tamm
Mr. Clegg
Mr. Coffey
Mr. Crowl
Mr. Dawsey
Mr. Egan
Mr. Foxworth
Mr. Glavin
Mr. Harbo
Mr. Lester
Mr. McIntire
Mr. Nichols
Mr. Tracy
Miss Gandy

66-2554-1414

FEDERAL BUREAU OF INVESTIGATION	
SEP 22 1938 A.M.	
U. S. DEPT. OF JUSTICE	
TOLSON	FILE

ORIGINAL FILED IN 66-1855-14-151

WRG:MTS

August 30, 1938

MEMORANDUM FOR THE DIRECTOR

The Conference, consisting of Messrs. Nathan, Tolson, Clegg, Foxworth, and Glavin, considered the attached proposed revised section #120 in the Manual of Rules and Regulations covering telephone service and recommends approval thereof.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

RECORDED

66-2554-1415

FEDERAL BUREAU OF INVESTIGATION
SEP 20 1938 P.M.
U. S. DEPARTMENT OF JUSTICE
FILE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/6/90 BY SP5C/10ms

ORIGINAL FILED IN 66-1734-2-124

HHC:ACS

September 20, 1938

MEMORANDUM FOR THE DIRECTOR.

The Executives' Conference considered the oral request of Mr. FRANK J. MAJOR of the Bureau's Technical Laboratory that in spite of his physical deficiencies he be permitted to receive *firearms training regularly with Special Agents.

The Executives' Conference recommended that only those employees of the Bureau with the title of Special Agent or higher who are in proper physical condition and eligible to be called upon to participate in raids or in investigations wherein the use of firearms might be required should be permitted to take this type of firearms training.

If this is approved, Mr. Major will be advised accordingly.

Those present were Messrs. Tolson, E. A. Tamm, Glavin, Quinn Tamm, and Clegg.

Respectfully,

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Enclosure
(Outgoing letter)

cc - Mr. Glavin

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/6/90 BY SP5CJL/MS

RECORDED

INDEXED

66-2554-1416

SEP 20 1938

Mr. Tolson.....
Mr. Nathan.....
Mr. Tamm.....
Mr. Clegg.....
Mr. Coffey.....
Mr. Crowl.....
Mr. Dawsey.....
Mr. Egan.....
Mr. Foxworth.....
Mr. Glavin.....
Mr. Harbo.....
Mr. Lester.....
Mr. McIntire.....
Mr. Nichols.....
Mr. Tracy.....
Miss Gandy.....

ORIGINAL FILED IN 66-2554-1416

WRG:MTS

August 30, 1938

MEMORANDUM FOR THE DIRECTOR

3 days - no conference

The Conference, consisting of Messrs. Nathan, Tolson, Clegg, Foxworth, and Glavin, considered the attached proposed revised section #71 in the Manual of Rules and Regulations covering "Form of Communications" and recommends approval thereof.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

RECORDED
&
INDEXED

91

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/6/90 BY SP5CJ/dms

66-2554-1417

FILED IN CASE OF INFORMATION

SEP 22 1938

U. S. DEPT. OF JUSTICE

TOLSON

FILE

66-1934-2-135

HHC:MM

September 3, 1938

MEMORANDUM FOR THE DIRECTOR

M
The Executive Conference considered the suggestion of Agent in Charge Hanson that banners be prepared bearing the initials and the seal of the Bureau so that whenever there is a Law Observance Day parade or a similar affair, these banners can be displayed from the Bureau's cars. This was observed to be a practice of the U. S. Immigration Service.

B
The Conference desires to point out that the Immigration Service makes use of many boats and they identify them with pennants and banners of this type. It is not believed, however, that the Bureau should undertake to obtain banners or pennants of this type for such infrequent occasions as may arise when the use of such equipment would be found beneficial.

If this is approved the employee is being advised accordingly.

Those present: Messrs. Tolson, Nathan, Glavin, Foxworth and Clegg.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

cc: Mr. Glavin

RECORDED

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/6/90 BY SP5C/10MS

ORIGINAL FILED IN

94-4-2067-5

66-2554-1418

FILE
7/16/90
SP5C/10MS

Los Angeles, California
July 26, 1938

Mr. J. E. Hoover, Director,
Federal Bureau of Investigation,
U. S. Department of Justice,
Washington, D. C.

Dear Mr. Hoover:

As you know, on July 22, 1938, the Los Angeles office participated in a parade commemorating Law Observance Day sponsored by the Los Angeles Police Department. I noted that the automobiles representing the U. S. Immigration and Naturalization Service bore banners or pennants carrying the seal of the Immigration Service and also the letters, "U. S. I. S."

It occurs to me that possibly our Bureau might give consideration to having prepared for it a banner or pennant with our seal and our initials so that it would be available for affairs of this kind or consideration might even be given to displaying such a banner in each of our field offices. In connection with this particular parade, the automobile that was entered in it, representing our Bureau, had on its sides a sign depicting our organization, which, of course, did not compare favorably with the pennant that the Immigration Service had.

Very truly yours,

J. H. HANSON
Special Agent in Charge

JHH:EG

RECORDED

66-25571-1418

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 303,613
DATE 7/6/90 BY SP5C/10/MS

ORIGINAL FILED IN 94-4-11111

September 20, 1938

MEMORANDUM FOR THE DIRECTOR

The Executives' Conference, those present being Messrs. Tolson, Glavin, E. A. Tamm, Quinn Tamm, and Clegg, considered the suggestion of Special Agent M. V. ACERS that a questionnaire be prepared and submitted to all re-trainees to inquire particularly as to whether they had personally performed work involved in the various techniques and practices which are taught in the Laboratory. For example, he cited that there are some of the older Special Agents who had never taken a plaster cast or made a moulage cast of any article.

All new agents who have attended the Bureau's new agents' schools for the past several years have been given this training and all agents who have attended re-training schools have had demonstrated to them these various procedures. Some of them have, however, never actually made a plaster or moulage cast.

This suggestion if adopted, in the opinion of the Conference, would require a prolongation of the present re-training school. It is believed that such a plan might be considered for the next cycle of re-training schools, which will begin in 1939, but it is not considered advisable at this time to prolong the re-training courses for this special purpose and there appeared to be no alternative.

The employee is being advised accordingly if approved.

Respectfully,

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Enclosure
(Outgoing letter)

c.c. - Mr. Glavin

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 7/6/96 BY SP5C110MS

RECORDED

66-2554-1419

SEP 21 1938

FEDERAL BUREAU OF INVESTIGATION

U.S. DEPARTMENT OF JUSTICE

MAILED

SEP 21 1938

U.S. DEPARTMENT OF JUSTICE

FEDERAL BUREAU OF INVESTIGATION

Mr. Tolson
Mr. Nathan
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Crowl
Mr. Dawsey
Mr. Egan
Mr. Foxworth
Mr. Glavin
Mr. Harbo
Mr. Lester
Mr. McIntire
Mr. Nichols
Mr. Quinn Tamm
Mr. Tracy
Miss Gandy

ORIGINAL FILED IN 66-2554-1419

C O P Y (gmr)

HHC:ACS

1-28-15-23

FEDERAL BUREAU OF INVESTIGATION

WASHINGTON, D. C.

September 20, 1938

MEMORANDUM FOR THE DIRECTOR

The Executives' Conference, those present being Messrs. Tolson, Glavin, E. A. Tamm, Quinn Tamm, and Clegg, considered the suggestion appearing in the report of the clerical conference from the Indianapolis Division that the disposition sheet and the letter-size probationary disposition sheet be of the same size.

The Conference desires to point out that the 8 x 8 disposition sheet is used to place in the files of the Identification Division and this size conforms to those files, while the probationary disposition sheet is placed in the investigative case files and the size of this form agrees with the size of reports and communications contained in investigative case files.

The Indianapolis Division is being advised of these reasons if approved.

Respectfully,

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Enclosure
(Outgoing letter)

cc Mr. Glavin

RECORDED

66-2554-1420

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 393,613
DATE 7/6/96 BY SP5/clm/s

✓
TOLSON

ORIGINAL FILED IN 1-28-15-23

RHC:MM

September 3, 1938

MEMORANDUM FOR THE DIRECTOR

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/9/90 BY SP5C/LMS

The Executive Conference considered the suggestions of Mr. Singman as follows:

1. He suggests that each member of the retraining class be permitted to spend one week's time at the various Supervisors' desks, particularly in the Investigative and Identification Division.

Although the Conference recognizes that there would be some value attached to this assignment it would serve the purpose of taking up a great deal of the time of the Supervisory staff in Washington and of the Special Agents who come to Washington for training. It would also make necessary an extension of the time for retraining schools and it is not believed that the value expected from this type of work would sufficiently compensate for the amount of time that would be required. This suggestion, therefore, was recommended unfavorably.

2. The employee suggests certain personnel of the service, including those Agents who show signs of developing into administrative officers, be given special training in the handling of personnel.

The Conference considered this question but points out that in administrative schools and Special Agents in Charge schools in the past it has been a practice to provide basic instruction on both the things which may be done and the things which are to be avoided in the proper handling of personnel. It is believed that in the training schools very little more can be done than the discussion of the elements of procedure as to proper and improper methods of handling personnel. Beyond this it is felt that the Bureau's policy of designating Number One Men from time to time, to provide training for Agents who

Mr. Tolson _____
Mr. Nathan _____
Mr. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Crowl _____
Mr. Egan _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Harbo _____
Mr. Lester _____
Mr. McIntire _____
Mr. Nichols _____
Mr. Tracy _____
Miss Gandy _____

RECORDED

66-25541-1421

TOLSON
CLARK
TAMM
FOUR

Director

- 2 -

September 3, 1938

have been placed in such positions, will give them practical experience in order to test the personality factors which naturally enter into the handling of personnel. It is quite obvious that many people could never be trained to handle personnel properly, for although they may follow the rules which someone suggests, there is an absence of a proper personality factor that will enable them to handle personnel. It is doubtful, therefore, that there is any additional training which can at the present time be satisfactorily given during the course of the training schools and this special training is presently being given to administrative schools where Agents are being instructed in the handling of administrative duties.

If these recommendations are approved the employee is being advised accordingly. Those present were Messrs. Tolson, Glavin, Nathan, Tamm and Clegg.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

cc: Mr. Glavin

Mr. Tolson
Mr. Nathan
Mr. Tamm
Mr. Clegg
Mr. Coffey
Mr. Crowl
Mr. Dewey
Mr. Egan
Mr. Foxworth
Mr. Glavin
Mr. Harbo
Mr. Lester
Mr. McIntire
Mr. Nichols
Mr. Tracy
Miss Gandy

HHC:ES

September 3, 1938

MEMORANDUM FOR THE DIRECTOR

Members of the ⁰Executive Conference considered the attached suggestion concerning revision of the Manual of Instructions, Sections 12 and 13, prepared by Mr. Cornelius.

Those who have considered these suggestions are Messrs. Tolson, Nathan, Foxworth for Tamm, Foxworth, Glavin and Clegg.

Respectfully submitted,
For the Conference

Clyde Tolson, Chairman

W. R. Glavin, Secretary

CC: Mr. Glavin

Mr. Tolson
Mr. Nathan
Mr. Tamm
Mr. Clegg
Mr. Coffey
Mr. Crowl
Mr. Dawsey
Mr. Egan
Mr. Foxworth
Mr. Glavin
Mr. Harbo
Mr. Lester
Mr. McIntire
Mr. Nichols
Mr. Tracy
Miss Gandy

RECORDED

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/9/90 BY SP5GLVDM/S

66-2554-1422

FEDERAL BUREAU OF INVESTIGATION	
SEP 13 1938 P.M.	
U.S. DEPARTMENT OF JUSTICE	
TOLSON	FILE

ORIGINAL FILED IN 66-1942-144

September 2, 1938

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered the communication of Special Agent N. O. Scott, dated August 8, 1938, with which he submitted suggestions concerning the FBI National Police Academy.

The Conference considered Mr. Scott's suggestions as follows:

1, 2, and 3. Concerning the suggestion of making the classes smaller and the possibility of holding two separate schools which might overlap with the reunion held during the period when both of the schools were in Washington, and the further suggestion that the policemen be permitted an opportunity to select the subjects which they desire to study in advance, you are advised that the Conference is of the opinion that unless a better idea is presented in the interim for the next session of the retraining school for police graduates it would be better to permit the graduates to have an opportunity to select those subjects which they desire to study from a list which will be furnished by the Bureau. Then the entire group can be broken up into three or four classes which would be running concurrently but with each class, of course, smaller than the combined group.

It will likewise be necessary in connection with some of the more popular subjects, it was believed, to hold classes in such subjects in sections in order to reduce the groups to a workable size. It was not believed, however, that it would be advisable to hold separate schools even though some of them should overlap for a brief period because it is believed that one of the advantages of having the retraining school would be to enable the various graduates to become personally acquainted with each other and thereby establish friendly relations between their various departments.

RECORDED

66-2554-1423

4. It was suggested that retraining schools and new Agents' schools in session be allowed to have some time with the Police Academy Associates.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
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September 2, 1938

In this connection you are advised that announcements were made before the retraining school in session at the time of the Academy retraining school that all the members of this school should arrange to see those officers from their own districts or with whom they were personally acquainted from any other district and that for this purpose they would be excused for brief intervals from the class. It is believed that this would be a satisfactory arrangement.

5. It was recommended that twice each year the Bureau send a letter to the graduates of the Academy soliciting their criticisms and suggestions concerning the National Police Academy and the Academy retraining schools.

The Conference agreed with Mr. Clegg's recommendation that all those suggestions voluntarily submitted were always welcome. It had been found in one or two instances that when suggestions were solicited it caused the policemen to adopt a critical viewpoint and they began looking for things which they might criticize in order to answer such an inquiry and then once having found something they felt they could criticize they would continue to repeat this criticism both to Bureau officials and to those outside the Bureau on their return to their own department. This was found particularly true when the police criticized certain visiting lecturers. During personal interviews with various class members an opportunity is given while they are attending the Academy for them to make any suggestions which might occur to them and it was not believed that such a letter should be sent to the graduates of the Academy either twice a year or annually.

6. This employee suggests that the counselors or Bureau Agents who attend the Academy not be permitted to hold office in the FBI National Police Academy Associates.

Mr. Tolson.....
Mr. Nathan.....
Mr. Tamm.....
Mr. Clegg.....
Mr. Coffey.....
Mr. Crowl.....
Mr. Dawsey.....
Mr. Egan.....
Mr. Foxworth.....
Mr. Glavin.....
Mr. Harbo.....
Mr. Lester.....
Mr. McIntire.....
Mr. Nichols.....
Mr. Tracy.....
Miss Gandy.....

The Conference agreed unanimously with this recommendation. Mr. Clegg has ascertained that some of the Bureau's Agents are elected because the Associates feel that this will assist those who are elected in being able to attend the reunion exercises. At the same time they apparently feel that they are being courteous to the Bureau. If a policy is adopted, however, of not permitting these employees to hold office in the Associates this can be announced in advance and no embarrassment will occur. Thus it is entirely likely that the influence of the Agents can be exercised in a broader way.

September 2, 1938

7. Mr. Scott recommended the establishment of a desk or office known as "The National Police Academy" which should be filled by an Agent of at least five years experience in the Bureau who would have particularly charged to him the duties of personally seeing, entertaining and visiting with graduates of the Academy who may come to Washington, who would be the personal contact officer with the graduates, who would handle a large part of the correspondence with the graduates and serve to knit and bind together the graduates and other law enforcement officers.

The Conference believed that this was a good idea although the name of the desk or office was not agreed to and it was recommended that a supervisor be appointed who would be charged with the duty of not only handling the correspondence with graduates of the Police Academy and of keeping up to date the records and statistics concerning their accomplishments but also of entertaining them and any other peace officer of note who might have occasion to visit the Bureau in Washington.

It was not believed that Special Agent Scott is qualified for this position. He could handle the personal contact work very satisfactorily but not the correspondence and paper work.

It was recommended by the Conference, therefore, that Special Agent W. H. McCabe, who has been a counselor in two sessions of the Police Academy, who seems to mix well and who also has a good educational background, be designated for this purpose.

8. The employee suggests that a hideout be maintained by the Bureau so that during the new Agents' schools and

retraining schools all the members of the classes could be instructed late some night that a badly wanted fugitive is in that section and the Agents would conduct an actual raid on the house. Inside the house there would be an Agent with a small light, with firearms loaded with blank cartridges and the Agents conducting the raid would likewise be provided with blank cartridges so that actual simulated conditions could be engaged in during the period of training.

The Conference opposed this suggestion feeling that it was likely that even though blank cartridges were issued someone might be injured through use of the wrong cartridge and the issuance of blank cartridges would be immediately noticed and the actual raid conditions would again be lost thus becoming another simulative problem such as is indulged in the Bureau's training courses at the present time.

Mr. Tolson.....
Mr. Nathan.....
Mr. Tamm.....
Mr. Clegg.....
Mr. Coffey.....
Mr. Crowl.....
Mr. Dawsey.....
Mr. Egan.....
Mr. Foxworth.....
Mr. Glavin.....
Mr. Harbo.....
Mr. Lester.....
Mr. McIntire.....
Mr. Nichols.....
Mr. Tracy.....
Miss Gandy.....

Director

- 4 -

September 2, 1938

9. The employee suggests that each Agent of the Bureau be advised he should visit a graduate of the Academy whenever he has occasion to be in any community where one is located.

In this connection the Conference desires to point out there are present requirements that each graduate be contacted within two weeks after his graduation, that the Special Agent in Charge must contact him within thirty days of his graduation, that frequent and regular contacts should be maintained with the Associates and it is believed that these instructions are both sound and sufficient. To require an Agent to call on the graduates when he happens to be in or passing through a town on vacation could hardly be enforced, although it is believed to be a good policy and it is further believed that it is being complied with in most instances.

10. Although this suggestion was not included in the employee's communication the Executive Conference desired to recommend that in the future it be required that two passport size photographs be forwarded to the Bureau just as soon as each representative of a police organization to attend the Academy has been approved. This would provide a photograph of the graduate in the Bureau's personnel file and one on the fingerprint card so that whenever any representative of the Bureau is going to a town where a graduate lives this graduate's photograph would be examined before departure and probably save embarrassment in many instances.

11. The employee suggests that whenever photographs are forwarded from the Bureau to aid in the location of fugitives that the names of those appearing in the photograph not be shown on the face of the photograph but that they be printed on the reverse side.

Mr. Tolson.....
Mr. Nathan.....
Mr. Tamm.....
Mr. Clegg.....
Mr. Coffey.....
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Mr. Foxworth.....
Mr. Glavin.....
Mr. Harbo.....
Mr. Lester.....
Mr. McIntire.....
Mr. Nichols.....
Mr. Tracy.....
Miss Gandy.....

The Conference felt that no rule should be established at this time as it is often necessary to get these photographs from police agencies and whenever a name appears on the front of the photograph it may be cut off and the name put on the back if it would be unwise for the name to appear on the front.

12. The employee suggests that Special Agents in Charge and Bureau representatives might suggest to the heads of police agencies the proper person to attend the FBI National Police Academy.

The Executive Conference disapproved this suggestion feeling that the initial responsibility for the selection should

Director

1 - 5 -

September 2, 1938

rest with the police agency and the holding of the power of veto would protect the Bureau's interests.

13. The employee suggests that statistics be maintained as to those who pay their own expenses to the Academy and those whose expenses are paid in whole or in part by the organization which they represent.

The Conference opposed this suggestion, it being felt that it truthfully could be said, at present, many of those attending the Academy are required to pay their own expenses and the exact figures might in some instances in the future be less impressive than a general statement and it was further felt that the exact figures would have no particular significance or value.

In the event these suggestions are approved a letter is being addressed to Agent Scott accordingly.

Those present were Messrs. Tolson, Nathan, Glavin, Foxworth and Clegg.

Respectfully,
For the Conference

Clyde Tolson
Chairman

All approved JEH

W. R. Glavin
Secretary

cc: Mr. Glavin

Mr. Tolson.....
Mr. Nathan.....
Mr. Tamm.....
Mr. Clegg.....
Mr. Coffey.....
Mr. Crowl.....
Mr. Dawsey.....
Mr. Egan.....
Mr. Foxworth.....
Mr. Glavin.....
Mr. Harbo.....
Mr. Lester.....
Mr. McIntire.....
Mr. Nichols.....
Mr. Tracy.....
Miss Gandy.....

WRG:atw

September 15, 1938

MEMORANDUM FOR THE DIRECTOR

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 393,013
DATE 7/9/90 BY SP5/om/s

3
Reference is made to the Executive Conference memorandum dated August 10, 1938, covering the suggestion submitted by Special Agent L. B. Reed, wherein it is suggested that the Bureau consider furnishing each field office with a small closed truck for use on range assignments and for surveillances. As was reported to you in the conference memorandum of August 10th, this matter was referred to field officials for their opinions concerning the necessity for such trucks. The following Special Agents in Charge were contacted: Brantley, Conroy, Ladd and Hanson. Inspectors Gurnea and Connelley were also contacted.

SAC Brantley recommends that such a truck be furnished each field office.

Inspector Gurnea is of the opinion that such trucks should not be furnished each field office, but that the Bureau might want to have the New York, Chicago, San Francisco, Los Angeles and Kansas City offices furnished with such trucks.

SAC Conroy was of the opinion that outside of the New York and Chicago offices, such trucks were not necessary.

Inspector Connelley is of the opinion that such trucks are not necessary in offices having less than eight or ten Agents.

SAC Ladd is of the opinion that a small truck would be of value only in the larger field offices.

SAC Hanson is of the opinion that such trucks should be furnished large offices only.

For your information, Inspectors Gurnea and Connelley are of the opinion that an additional passenger car in the smaller offices would be more advantageous than a truck. Mr. Ladd points out that smaller offices can rent trucks, if necessary. Also, for your information, trucks are maintained at the present time at Washington, New York and Chicago.

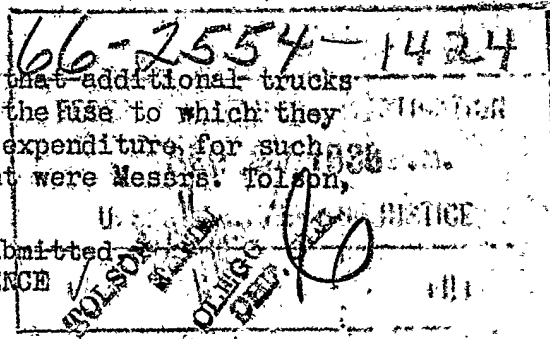
The Conference is of the opinion that additional trucks should not be furnished at this time; that the rise to which they would be put would not justify the initial expenditure for such trucks and maintenance costs. Those present were Messrs. Tolson, Clegg, E. A. Tamm, Q. Tamm and Glavin.

Respectfully submitted
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Mr. Tolson
Mr. Nathan
Mr. Tamm
Mr. Clegg
Mr. Coffey
Mr. Crowl
Mr. Dawsey
Mr. Egan
Mr. Foxworth
Mr. Glavin
Mr. Harbo
Mr. Lester
Mr. McGuire
Mr. Nichols
Mr. Tracy
Miss Gandy



ORIGINAL FILED IN 66-1780-7-1093

HHC:HM

September 3, 1938

MEMORANDUM FOR THE DIRECTOR

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323.013
DATE 7/9/90 BY SP5CJLDM/S

The Executive Conference considered the suggestions set forth in the letter from the Salt Lake City office relating to the conference of clerical employees.

1. The suggestion was made that in printing additional probation forms the Bureau should leave two lines for the fingerprint classification in order to prevent crowding.

The Conference did not approve this suggestion since there appears to be plenty of room under normal circumstances for this type of information and when necessary, two lines can be used at present without the Bureau having to rule a special section of this report for this purpose.

2. It was suggested that one copy of reports be forwarded to field offices when undeveloped leads are being restated.

This suggestion has been previously passed upon by the Executive Conference and recommended unfavorably as it is believed the practice of furnishing two copies of every report of undeveloped leads is a good one and should be continued.

3. The suggestion was made that there be a modification of the Bureau's rules concerning the capitalization of proper names. The employee saw no reason, for example, why the names of U. S. Attorneys and U. S. Marshals should be capitalized.

The Conference believes that there should be no modification as the capitalization of these names would help the Agents in reviewing the files and help the Supervisors also to locate information obtained from various sources. It is frequently important to locate expeditiously the opinion or decision of the U. S. Attorney and of course his name should be capitalized for this purpose.

Mr. Tolson _____
Mr. Nathan _____
Mr. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Crowl _____
Mr. Dawsey _____
Mr. Egan _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Harbo _____
Mr. Lester _____
Mr. McIntire _____
Mr. Nichols _____
Mr. Tracy _____
Miss Gandy _____

RECORDED

66-2554-1425	
FEDERAL	INVESTIGATION
SEP 2 1938 A.M.	
U. S. DEPT. OF JUSTICE	
TOLSON	FILE

ORIGINAL FILED IN 1-28-31-23

Director

- 2 -

September 3, 1938

4. and 5. It was pointed out that clerical errors appear in the Chief Clerk's Manual and the Manual of Rules and Regulations. These errors have arisen because of changes in one of the Manuals and references being made to the sections by the wrong section number are due to the fact that changes have been made in two instances.

The Conference desires to point out that it is customary that such changes be corrected with the revision of the Manuals each year.

In the event the above suggestions are approved the office is being advised accordingly.

Those present were Messrs. Tolson, Nathan, Glavin, Foxworth and Clegg.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

cc: Mr. Glavin

Mr. Tolson
Mr. Nathan
Mr. Tamm
Mr. Clegg
Mr. Coffey
Mr. Crowl
Mr. Dawsey
Mr. Egan
Mr. Foxworth
Mr. Glavin
Mr. Harbo
Mr. Lester
Mr. McIntire
Mr. Nichols
Mr. Tracy
Miss Gandy

WRG:atw

September 15, 1938

MEMORANDUM FOR THE DIRECTOR

Encl

The Conference considered a suggestion submitted by Inspector Tracy wherein he advised that during his inspection of the Portland Field Office, Special Agent Willis Wood pointed out that the Bureau might consider the advisability of replacing our present Speedgraphic Camera with a smaller size Speedgraphic camera, Wood pointing out that he feels the smaller size camera has greater adaptability to our work than the present one.

Mr. Coffey in a memorandum to Mr. Nathan on September 12, 1938, covering this suggestion reports that before the Speedgraphic cameras were purchased this matter was very carefully considered, the Bureau contacting various newspaper executives and heads of new picture syndicates before the final recommendation was made.

Concerning the smaller Speedgraphic cameras, Mr. Coffey points out that the Reconar cameras in the field offices at the present time are about the same size as the smaller Speedgraphic cameras and there seems to be no reason for considering a smaller one.

The Conference unanimously opposes the purchase of this smaller Speedgraphic camera, it being of the opinion that the present photographic equipment in the field offices should be sufficient.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson
Chairman

RECORDED

W. R. Glavin
Secretary

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/9/96 BY SP56110MS

Executive Conf

Mr. Tolson
Mr. Nathan
Mr. Tamm
Mr. Clegg
Mr. Coffey
Mr. Crowl
Mr. Dawsey
Mr. Egan
Mr. Foxworth
Mr. Glavin
Mr. Harbo
Mr. Lester
Mr. McIntire
Mr. Nichols
Mr. Tracy
Miss Gandy

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ORIGINAL FILED IN 66-2554-1426

CT:CSH

September 26, 1938

MEMORANDUM FOR THE DIRECTOR

The Executives Conference, consisting of Messrs. Clegg, E. A. Tamm, Glavin and Q. Tamm, this morning considered the suggestion of SAC Listerman that information furnished by the Identification Division of the Bureau to field offices, upon request, relative to criminal records and descriptions, also include the fingerprint classification.

It was pointed out to the Conference that this would necessitate an additional handling of these records in the Identification Division, and the Conference did not believe this handling would be justified. When field offices desire information as to fingerprint classifications it is furnished, upon request. A letter to Listerman is attached.

Respectfully,
For the Conference,

Clyde Tolson, Chairman

W. R. Glavin, Secretary

Mr. Tolson _____
Mr. Nathan _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Crowl _____
Mr. Egan _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Harbo _____
Mr. Lester _____
Mr. McIntire _____
Mr. Nichols _____
Mr. Tracy _____
Miss Gandy _____

RECORDED

66-2554-1427

FEDERAL BUREAU OF INVESTIGATION	
SEP 29 1938	
U. S. DEPARTMENT OF JUSTICE	
TOLSON	GLAVIN
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ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 393,013
DATE 7/9/96 BY SP5CJ/DMS

ORIGINAL FILED IN 66-2554-1427

QT:CSH

September 26, 1938

MEMORANDUM FOR THE DIRECTOR

The Executives Conference, consisting of Messrs. Clegg, E. A. Tamm, Glavin and G. Tamm, this morning considered the suggestion of Mr. Norman Nolan, Assistant Fingerprint Classifier in the Technical Section, Identification Division, to the effect that technical employees going on vacation take with them a fingerprint set and cards in order to record personal identification fingerprints.

The Conference was unanimously opposed to this suggestion since it was believed it would not be practical, and a letter to Mr. Nolan is attached for your approval.

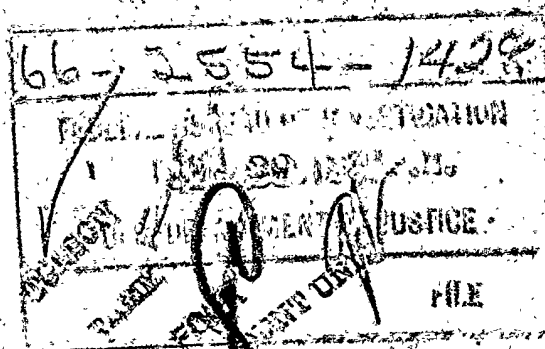
Respectfully,
For the Conference,

Clyde Tolson, Chairman

E. A. Glavin, Secretary

Mr. Tolson _____
Mr. Nathan _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Crowl _____
Mr. Egan _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Harbo _____
Mr. Lester _____
Mr. McIntire _____
Mr. Nichols _____
Mr. Tracy _____
Miss Gandy _____

RECORDED



ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 7/9/90 BY SP5C11DMS

32-165-46-16570

HHC:MM

September 26, 1938

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered the suggestion made by Special Agent DiLillo as reported in the letter from the Pittsburgh office covering the quarterly conference of Special Agents, that Special Agents, when travelling about the country, call on banks and explain to officials of the banks the Federal legislation relating to bank robbery and requesting that the bank officials notify the nearest office of the Bureau in the event of a bank robbery.

Agent DiLillo pointed out that the Pennsylvania State Police authorities were calling on banks once a month urging that these banks report bank robberies to them.

The Conference desires to point out that arrangements are being made with the Pennsylvania State Police for concurrent action in this type of case and, further, circular letters are sent to banks calling attention to the Federal angle involved in bank robbery cases and acquainting them with the desirability of referring complaints concerning bank robberies to the Bureau. It is believed that this is adequate and that a requirement for Special Agents to call at banks would take up too much time that is needed on investigative work.

If this is approved a letter is being addressed to the Pittsburgh office.

Those present were Messrs. E. A. Tamm, W. R. Glavin, Quinn Tamm and H. H. Clegg.

Mr. Tolson
Mr. Nathan
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Crowl
Mr. Dawsey
Mr. Egan
Mr. Foxworth
Mr. Glavin
Mr. Harbo
Mr. Lester
Mr. McIntire
Mr. Nichols
Mr. Quinn Tamm
Mr. Tracy
Miss Gandy

CC: Mr. Glavin

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

RECORDED

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ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 393,013
DATE 7/9/98 BY SP5C/IDMS

66-2554-1429
FEDERAL BUREAU OF INVESTIGATION
U. S. DEPARTMENT OF JUSTICE
OCT 1 1938
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WRG:ACS

September 27, 1938

MEMORANDUM FOR THE DIRECTOR

The Executives' Conference, there being present Messrs. Clegg, E. A. Tamm, Quinn Tamm, and Glavin, considered the suggestion submitted by Special Agent Lawler, Supervisor in the Investigative Division.

Mr. Lawler suggests that some consideration be given to cross indexing the various names appearing in investigative reports so that the Supervisor can tell at a glance from the review of an investigative report whether additional files are in the possession of the Bureau on that particular subject or person and he can be guided in requesting additional data from the Files Section in this matter.

This matter has been carefully considered by Mr. Laughlin, Supervisor of the Files Section, and he suggests that in the future in addition to the present practice being followed by the Files Section of listing on the first investigative report received in any case the names of all subjects, cross references be included on any investigative report reflecting a change in title on a case in question.

The Conference recommends approval of this suggestion, it being of the opinion that should this policy be followed by the Files Section, the difficulties experienced at this time by the Supervisors will not be experienced in the future. Concerning the listing on each piece of correspondence or on each investigative report indices of all names included in that report, it is believed to be undesirable due to a great number of references which necessarily would have to be made, the Conference pointing out that should a Supervisor wish to have a record on any person mentioned in any report or a piece of correspondence, he can secure his entire record by making an appropriate request of the Files Section.

There is attached hereto a memorandum to Mr. Laughlin instructing that the policy recommended by the Conference be instituted.

Respectfully,

Glyde Tolson
Chairman

W. R. Glavin
Secretary

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 303,613
DATE 7/9/96 BY SP5C/LDM/S

cc - Mr. Glavin

ORIGINAL FILED IN 165-5976-79

66-2554-1430
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OCT 1 1938
U.S. DEPT. OF JUSTICE
FBI
Glavin
Laughlin

Mr. Tolson
Mr. Nathan
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Crowl
Mr. Dawsey
Mr. Egan
Mr. Foxworth
Mr. Glavin
Mr. Harbo
Mr. Lester
Mr. L. L. Little
Mr. Nichols
Mr. Quinn Tamm
Mr. Tracy
Miss Gandy

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ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 7/9/90 BY SP5C/ams

CHANGED TO

1-2554-

September 23, 1938

EAT:JCR

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered the suggestion submitted by Special Agent Z. J. VanLandingham in a letter dated August 29, 1938 that in those fugitive cases where an Identification Order has been issued, the Bureau telegram advising all offices of the apprehension of the fugitive be taken as notice by all divisions to see that the wanted notices which have been placed in this case in their respective territories be cancelled. The Conference believes that this is one of the primary purposes of a notification of this type and the Special Agents in Charge have been so informed.

Mr. VanLandingham also suggests that the office of origin be required to make a wanted notice card to be filed on each wanted notice placed throughout the Bureau on each case. The Conference is of the opinion that the adoption of this suggestion would impose additional administrative burden upon the field offices which would not be justified by the results which might be expected therefrom. At the present time each field office is required to cancel wanted notices existing in each fugitive case when the fugitive has been apprehended and it is not believed necessary or desirable to impose some administrative superstructure upon the field offices for the cancellation of all wanted notices, as well as requiring the office of origin to make additional wanted notice cards as suggested by Agent VanLandingham. For these reasons the Conference is not inclined to favor adoption of this suggestion.

Those present at the Conference were Messrs. Tolson, Clegg, Glavin, Q. Tamm and E. A. Tamm.

Mr. VanLandingham is being advised of the Bureau consideration of his suggestions in the attached letter.

Respectfully,
For the Conference

E. R. Glavin, Secretary

Clyde Tolson, Chairman

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/9/90 BY SP5C/DM/S

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66-2554-1832
TOLSON
GLAVIN
FBI
SEP 24 1938

HHC:VG

September 26, 1938

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered the suggestion contained in the report of the quarterly conference from the Miami Office made by Special Agent Alt that when an applicant for the FBI NPA is under investigation information should be sought from all Special Agents in the division as to any information they might have concerning the applicant which has not been otherwise recorded.

The Conference did not approve this as a regulation feeling there would be just as much logic in calling all the Agents to discuss an applicant for the position of Special Agent. It is further believed that Agents should record information of value regarding police officers and a recent bulletin issued to the field suggests that data of this sort be made of record in the field offices. If this is approved, the Miami Office is being advised accordingly.

Those present were Messrs. Glavin, E. A. Tamm, Q. Tamm, and H. H. Clegg.

Respectfully,
FOR THE CONFERENCE

Clyde Tolson
Chairman

RECORDED

V. R. Glavin
Secretary

cc: Mr. Glavin.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/9/90 BY SP3C/Loms

ORIGINAL FILED IN 1-27-16-37

66-2554-1433

QT:CSH

September 26, 1938

MEMORANDUM FOR THE DIRECTOR

The Executives Conference, consisting of Messrs. Clegg, E. A. Tamm, Glavin and G. Tamm, this morning considered the suggestion of Special Agent A. M. Kohn to the effect that additional space be provided on the general appearance form for the recording of detailed descriptions of scars and tattoo marks.

It was pointed out to the Conference that lecturers before all Agents classes at the present time stress the advisability of listing peculiar characteristics. The Conference did not believe it advisable to restrict these peculiar characteristics to scars and tattoo marks, as it was believed would be the tendency if Kohn's suggestion were followed.

A letter to Kohn to this effect is attached for your signature if approved.

Respectfully,
For the Conference,

Clyde Tolson, Chairman

W. E. Glavin, Secretary

Mr. Tolson _____
Mr. Nathan _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Crowl _____
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Mr. Foxworth _____
Mr. Glavin _____
Mr. Harbo _____
Mr. Lester _____
Mr. McIntire _____
Mr. Nichols _____
Mr. Tracy _____
Miss Gandy _____

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/9/90 BY SP5C/10ms

RECORDED

66-2554-1434

SEP 26 1938

TOLSON

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ORIGINAL FILED IN 62-23961-3563

EAT:JCR

September 23, 1938

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered the suggestion submitted by Special Agent J. M. McGrath of the New York Office outlined in a letter addressed to the Bureau under date of August 31, 1938 by Inspector Gurnea, that blue index cards be prepared and maintained in field office indices upon all individuals convicted in State cases as indicated by newspaper dispatches, in order that information concerning racketeers, gangsters, etc., of local interest may be properly indexed in field offices.

The Conference is of the unanimous opinion that the undertaking of such a project on a nation-wide basis in all field offices would entail so much additional clerical work as to make the practical adoption of the scheme impossible without the hiring of additional clerical employees. It is to be pointed out that it is virtually impossible to differentiate between small and big-time racketeers. The attempt to index matters of this kind from newspaper articles, since the small time racketeer of today is the big-time racketeer of tomorrow, resolves itself down to the indexing in the Bureau indices of all data on individuals arrested upon or prosecuted in State Court proceedings. While the Conference concedes that it might be valuable in some cases to have information of this kind available it is not believed that this procedure in toto would be at all consistent with the amount of effort necessary to so index these items.

For these reasons the Conference is unanimously opposed to the adoption of this suggestion at this time.

If you approve, there is attached hereto a letter to Inspector Gurnea advising him of Bureau's attitude toward this suggestion and thanking him for bringing Mr. McGrath's suggestion to the Bureau's attention.

Those in attendance at the Conference were Messrs. Tolson, Clegg, Glavin, Q. Tamm and E. A. Tamm.

RECORDED

Respectfully,
For the Conference

W. R. Glavin, Secretary

Clyde Tolson, Chairman

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/9/90 BY SP5CJ/MS

66-2554-1435
OCT 5 1938
DIRECTOR
TOLESON
JAN 1939

ORIGINAL FILED IN 62-3345-137

PAM:GAJ

August 25, 1938

MEMORANDUM FOR MR. FOXWORTH

Reference is made to the Executive Conference memorandum dated July 29, 1938, for the Director, wherein it will be noted that the Supervisor of the kidnaping desk hereafter will be required to maintain the total number of kidnaping cases and the number of solved cases for the current year, as well as the total for all years since the passage of the Kidnaping Law.

Respectfully,

P. A. Munley

ORIGINAL FILED IN 7-2-18241

Mr. Tolson _____
Mr. Nathan _____
Mr. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Crowl _____
Mr. Dawsey _____
Mr. Egan _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Harbo _____
Mr. Lester _____
Mr. McIntire _____
Mr. Nichols _____
Mr. Tracy _____
Miss Gandy _____

RECORDED

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 1-11-90 BY SP5C11DMS

66-2554-1736	
FEDERAL BUREAU OF INVESTIGATION	
OCT 5 1938 P.M.	
U. S. DEPARTMENT OF JUSTICE	
FOXWORTH	FILE
NICHOLS	ONE FILE

October 1, 1938

EAT:JCR

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered the suggestion made by Special Agent J. L. Juskow in a letter to the Bureau dated August 27, 1938, that the Bureau review all of the files in bankruptcy cases at the Seat of Government in order to extract therefrom photographs and descriptive data of individuals who should be included in the album for known bankruptcy racketeers in the field offices.

The Conference desires to point out that it has never officially approved the maintenance of this album for known bankruptcy racketeers in the New York Office although the Conference believes that if that office desires to maintain such an album there is no objection to it. This approval has been refused since there is no stopping point if such albums are once started.

The Conference believes that the work involved in a review of the bankruptcy cases to obtain the data and photographs desired by the New York Office for its album would be out of proportion to the benefit that would accrue to the Bureau from this procedure and consequently recommends against the adoption of this suggestion. A letter is attached to Agent Juskow advising him of the Bureau's attitude toward his suggestion.

Those attending the Conference were Messrs. Tolson, Clegg, Glavin, Q. Tamm and E. A. Tamm.

Respectfully,
For the Conference

RECORDED

Clyde Tolson, Chairman

W. R. Glavin, Secretary

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 33,013
DATE 7/9/90 BY SP5C110ms

ORIGINAL FILED IN 49-6991-87

66-2554-1437
OCT 6 1938
U.S. DEPARTMENT OF JUSTICE
DIRECTOR
TOLSON
GLAVIN
CONE
MORRIS

EAT:JCR

October 1, 1938

MEMORANDUM FOR THE DIRECTOR

As a result of a discussion which he had with Special Agent Willis Wood of the Portland Office, Inspector Tracy, in a memorandum dated August 26, 1938, set out a suggestion that Bureau memoranda transmitted to SAC's concerning outstanding fugitives should be furnished in sufficient numbers in order that all Agents might have a copy of the memorandum.

The Executive Conference was unanimously opposed to the adoption of this suggestion, believing that it would be just as practical to furnish a copy of each investigative report upon all cases involving fugitives to each agent. The Conference points out that the purpose of sending these memoranda to the field offices is in order that the information will be available and utilized by a field office in exactly the same manner as the other material coming to the field office. It is not felt necessary or desirable to turn out these memoranda in such quantities as to furnish them to each Special Agent. It is to be noted that the majority of Special Agents who are engaged upon road assignments would be unable physically to transport with them all of the memoranda of this type which are issued over a period of a year or so and consequently the Conference does not believe that any action should be taken upon this suggestion.

Those attending the Conference were Messrs. Tolson, Clegg, Glavin, G. Tamm and E. A. Tamm.

An appropriate letter is being directed to Agent Wood concerning the suggestion submitted by him to Inspector Tracy and advising him of the Bureau's reaction to his suggestion. A copy of the letter is being designated for Inspector Tracy.

Respectfully,
For the Conference

W. R. Glavin, Secretary

Clyde Tolson, Chairman

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/9/90 BY SP5 C/L/M/S
RECORDED

66-25-1-1437X

RECEIVED - DIRECTOR
OCT 25 4 47 PM '38
FEDERAL BUREAU OF INVESTIGATION
U. S. DEPARTMENT OF JUSTICE
100-314338
TOLSON
FOUNTAIN
SUGAR

ORIGINAL FILED IN 62-122-431X

Federal Bureau of Investigation

WRG:ACS

Washington, D. C.

September 27, 1938

MEMORANDUM FOR THE DIRECTOR

Handwritten: Tamm, Clegg, Quinn Tamm, and Glavin

The Executives Conference, there being present Messrs. E. A. Tamm, Clegg, Quinn Tamm, and Glavin, considered a request submitted by the Buffalo Division in its communication of September 6, 1938, reporting the quarterly technical training for the third quarter of 1938, to the effect that the Bureau consider installing appropriate wall material in the detention room in the Buffalo Office which would tend to eliminate the reverberations in this room. The SAC points out that it is exceedingly difficult to receive good reception from the present microphone hookup in this room due to the bad acoustical qualities.

The Conference recommends that Mr. Pfafman, electrical expert of the Laboratory, be instructed to visit the Buffalo office in the near future to definitely ascertain whether it is necessary to take any steps to accousticalize the detention room in question. If you are in agreement there are attached hereto communications to the Buffalo Office concerning this matter, and a memorandum for Mr. Coffey relating to Mr. Pfafman.

Respectfully,

Glyde Tolson
Chairman

W. R. Glavin
Secretary

CC - Mr. Blavin

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/9/90 BY SP5cl/pms

RECORDED
&
INDEXED

66-2554-1438

FEDERAL BUREAU OF INVESTIGATION
OCT 6 1938
U. S. DEPT. OF JUSTICE
TOLSON
LAB.
IDENT UNIT
NEW OR.
CLEGG

ORIGINAL FILED IN 1-30-5-31

OT:CSH

September 29, 1938

J
MEMORANDUM FOR THE DIRECTOR

The Executives Conference, at a meeting held this morning, Messrs. E. A. Tamm, Clegg, Glavin and Q. Tamm being present, again considered the question of changing the manner of listing subjects in the FBI Law Enforcement Bulletin. An outside contributor suggested that it would be advisable to list the wanted notices by fingerprint classification rather than alphabetically as is done at present.

This matter has previously been considered during the past years and twice surveys were made of identification officers to get their reaction to the Bureau's method of listing the wanted notices. Due to the lack of response on the part of identification officers in the past it was not believed necessary to change the manner of listing these notices.

The Conference was of the opinion that at the present time no change need be made in the manner of listing these notices.

Respectfully,
For the Conference,

Glyde Tolson, Chairman

W. A. Glavin, Secretary

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 393,013
DATE 7/9/90 BY SP5C/10ms

RECORDED

66-2554-1439

SEP 30 1938

TOLESON

CATHAN

EDMONT DUNN

NICHOLS

ORIGINAL FILED IN 94-3-1-3001

FEDERAL BUREAU OF INVESTIGATION

Washington, D. C.

HHC:MM

September 26, 1938

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered the suggestions of Special Agent in Charge Brantley, New York City office, that the New York Division be permitted to stack guns in the gun racks and keep them out of the gun cases due to the fact that the quantity of weapons in the New York office would require that if they should be placed in gun cases and stored in this manner a larger gun vault would have to be constructed.

The Conference was of the opinion that these guns were being properly handled in the New York office and that that office should not be required to place all of their guns in gun cases. It was recommended, therefore, that Mr. Brantley be advised that he could continue as formerly, having some of the guns in gun cases and others in gun racks.

It was also believed that the Bureau's regulations might be modified generally in all field offices concerning this procedure. At present, in accordance with Bureau Bulletin Number 114, field offices are permitted to have one gun of each type in a gun rack in the gun vault. All other weapons are to be kept in the gun cases. It was originally felt that this would expedite the handling of guns in cases of emergency since the guns would naturally be placed in gun cases before they were taken out of the office. Since it has been discovered that even the guns in gun cases should be inspected and examined before they are taken out of the office, it is not believed that there would be any loss of time by having such guns as the Agents in Charge might desire stored in the gun rack in the gun vault and that there be no requirement for them to be stored in gun cases.

If this is approved there is attached hereto a suggested Bulletin to be issued to the field on this subject.

Those present were Messrs. E. A. Tamm, W. R. Glavin, Quinn Tamm and H. H. Clegg.

RECORDED & INDEXED

Respectfully,
For the Conference

cc: Mr. Glavin

Clyde Tolson
Chairman

W. R. Glavin
Secretary

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/9/90 BY SP5/omj

66-2554-1440
OCT 10 1938
TOLSON
FOUR
CLERK

ORIGINAL FILED IN 66-2554-1440

HHC:MM

September 26, 1938

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered the suggestions of Special Agent Frank J. Whelan that the graduates of the FBI National Police Academy be organized on a zone or district basis so that the officers could get together frequently in a business and social way, aid each other in lecturing and likewise further the organization of the graduates in the various sections of the country.

The Conference desires to point out that this is similar to a suggestion which was made by Mr. Ora J. Shaw for the organization of the Associates on a regional basis and this suggestion has already been forwarded to Captain Callan, President of the Associates. He in turn has referred it to the Board of Governors for action. The consensus of opinion of the members of the Conference present was favorable to this situation.

Those present were Messrs. E. A. Tamm, W. R. Glavin, Quinn Tamm and H. H. Clegg.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

cc: W. R. Glavin

RECORDED

66-2554-1441

OUT 20 1938

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/9/90 BY SP5C/LMS

COPY:mm
EAT:JCR

October 1, 1938

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered the attached memoranda dated September 15, 1938 addressed to Mr. Tamm by Supervisor S.M. Wolf, suggesting that the field be instructed to furnish to the Bureau handwriting specimens in all pending Impersonation cases.

The Conference recommends that this instruction be sent to the field in bulletin form, captioned "Submission of handwriting specimens in Impersonation cases".

Those attending the Conference were Messrs. Clegg, Glavin, E.A. Tamm and Q. Tamm.

An appropriate bulletin setting out this information is attached hereto.

A letter has been directed to Mr. Wolf thanking him for this suggestion.

Respectfully,
For the Conference

s/ Clyde Tolson, Chairman

s/ W.R. Glavin, Secretary

RECORDED

66-2554-1442

RECEIVED
FEDERAL BUREAU OF INVESTIGATION
OCT 11 1938
U. S. DEPARTMENT OF JUSTICE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 7/9/90 BY SP5CJL/MS

ORIGINAL FILED IN 66-2554-1442

October 7, 1938.

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered the suggestion made orally by SAC S. K. McKee that the Bureau furnish field offices with the classification number under which general police and law enforcement information relating to each police organization should be filed. Since these files contain information concerning corruption and politics in connection with law enforcement it is believed that it would be advisable for the classification to be 94-Research.

The Conference unanimously approved Mr. Clegg's suggestion to this end and if the Director approves this instruction will be issued in a Bulletin.

Those present were Messrs. E. A. Tamm, Glavin, Nathan and Clegg.

Respectfully
For the Conference

Clyde Tolson
Chairman

H. R. Glavin
Secretary

Mr. Tolson.....
Mr. Nathan.....
Mr. E. A. Tamm.....
Mr. Clegg.....
Mr. Coffey.....
Mr. Crowl.....
Mr. Dawsey.....
Mr. Egan.....
Mr. Foxworth.....
Mr. Glavin.....
Mr. Harbo.....
Mr. Lester.....
Mr. McIntire.....
Mr. Nichols.....
Mr. Quinn Tamm.....
Mr. Tracy.....
Miss Gandy.....

Enclosure

CC: Mr. Glavin

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/9/90 BY SP5C/10MS

RECORDED

66-2554-1443
FEDERAL BUREAU OF INVESTIGATION
OCT 12 1938
U.S. DEPARTMENT OF JUSTICE
TOLSON
DAWSON
DEF. OFF.
FOUR

ORIGINAL FILED IN 66-6553-3

EAT:JW

October 7, 1938

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered the attached Bureau Bulletin relative to the examination of leads in the Mattnap case, and unanimously approved it for submission to the field.

Those in attendance were Messrs. Nathan, Clegg, Glavin and E. A. Tamm.

Respectfully,
For the Conference

Clyde Tolson, Chairman

W. R. Glavin, Secretary

ORIGINAL FILED IN 66-2554-1444

RECORDED

66-2554-1444

FILED	INVESTIGATION
OCT 12 1938	
TOLSON	GLAVIN
W. R. GLAVIN	CLERK
FOUR	ONE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 393,013
DATE 7/9/90 BY SP5C/DM/S

COPY:mm

WRG:MTS

October 7, 1938

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, consisting of Messrs. Nathan, E.A. Tamm, Clegg, and Glavin, considered a suggestion submitted by Mr. Crowl, Acting Chief Clerk, concerning form letters used in returning leave slips to the field offices for correction.

Mr. Crowl suggests that leave slips which must be returned to the various field offices be accompanied by a form routing slip which would eliminate the necessity of the form letter.

The Conference unanimously recommends that this new form be adopted, with the addition that printed words be placed thereon that after the correction of the leave slip in question the form should be destroyed and not placed in the administrative files.

A memorandum for Mr. Crowl advising him of the Bureau's approval of the use of this form routing slip is attached.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W.R. Glavin
Secretary

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 7/9/90 BY SP5C11DMS

RECORDED
&
INDEXED

66-2554-1445

FEDERAL BUREAU OF INVESTIGATION

NOV 23 1938

U.S. DEPT. OF JUSTICE

ORIGINAL FILED IN 66-2554-1391

WRG:MTS

October 7, 1938

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, consisting of Messrs. Nathan, E. A. Tamm, Clegg, and Glavin, considered a suggestion submitted by Special Agent John R. Welles of the Philadelphia Office.

Mr. Welles points out that inasmuch as the Agents in this service are typed as to their blood types at the time of their physical examinations at the United States Naval Hospital, it would be well to have this information available in the various field offices for use in an emergency.

This suggestion has been considered heretofore by the Conference and has been recommended upon unfavorably. It is the opinion of the Conference that such records would not prove to be of value in the various field offices. It is pointed out that reputable physicians undoubtedly would want to verify the type of blood and in no instance would a record be taken at its face value. It is therefore recommended that this suggestion be passed on unfavorably.

A communication is attached hereto addressed to Special Agent Welles concerning this matter.

Respectfully,
For the Conference

Glyde Tolson
Chairman

W. R. Glavin
Secretary

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/9/90 BY SP5C/A/OMS

RECORDED
&
INDEXED.

66-2554-1446

FEDERAL BUREAU OF INVESTIGATION
OCT 14 1938
U. S. DEPARTMENT OF JUSTICE
TOLSON CHAS. E. CLEGG FOUR

ORIGINAL FILED IN 66-5403-101

* Physical Examination

JOHN EDGAR HOOVER
DIRECTOR

Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.

HHC:RLC

October 7, 1938.

MEMORANDUM FOR THE DIRECTOR

One
The Executive Conference considered the advisability of furnishing memoranda calling into session the Quarterly Conferences of Bureau officials and supervisors in such a manner that notices of the Conferences could be given to all those required to attend one week in advance. This suggestion was unanimously approved by the members of the Executive Conference who were present for the following reasons:

1. The Conferences are now quarterly instead of monthly.
2. The opportunity will be permitted to plan any announcements, discussions or questions on the part of individual supervisors who attend the Conferences.
3. It may serve to stimulate some additional study of the Bureau's Manuals during the week preceding the Conference.

If this is approved, there is attached hereto a memorandum addressed to Mr. Clegg accordingly.

Those present were Messrs. Tamm, Glavin, Nathan and Clegg.

RECORDED

Respectfully
For the Conference

Clyde Tolson
Chairman

W. H. Glavin
Secretary

66-2554-1447

FEDERAL BUREAU OF INVESTIGATION

OCT 18 1938

U.S. DEPARTMENT OF JUSTICE

TOLSON

CLEGG

Y
Enclosure.

CC: Mr. Glavin.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/9/90 BY SP5C110MS

HHC:MM

September 26, 1938

MEMORANDUM FOR THE DIRECTOR

There are attached hereto specimen forms for the Seat of Government firearms records which were maintained by the Chief Clerk's office for the year 1937 and which, of course, are now obsolete. It was Mr. Clegg's recommendation that authority be granted to destroy these 1937 records since the efficiency reports on employees reflect their failure to qualify in any particular weapon and the personnel files likewise reflect this in memorandum form or by means of copies of correspondence.

I agree with Mr. Glavin recommended that as they might be needed for reference purposes that they be held until the close of the present year and then destroyed. All others present recommended that the cards be destroyed.

In the event the majority recommendation is approved a memorandum addressed to Mr. Clegg accordingly is attached.

Those present were Messrs. E. A. Tamm, W. R. Glavin, Quinn Tamm and H. H. Clegg.

I approve majority view. JEH

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

cc: Mr. Glavin

RECORDED

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 7/9/90 BY SP5C/10m5

66-554-1448	
FEB 16 1939	
TOLSON	CLERK
FOUL	CLERK
CLERK	CLERK

ORIGINAL FILED IN 100-1019

HHC:MM

September 26, 1938

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered the suggestion of Special Agent J. F. McDevitt of the Philadelphia office concerning the possibility of a ruling by the Bureau on the fact that many law enforcement officers when desiring information such as the return address on letters usually request mail tracings which require a great deal of personal time and effort on the part of postmasters and superintendents of mail. It appears that the officers requesting such information inadvertently ask for mail tracings instead of return addresses shown on the mail.

The Conference considered the desirability of making a ruling on this point but believed it was not necessary, that the Bureau should not circularize local, county and state police and obviously the Special Agents of the Bureau are aware of the type of information which they desire and they should, of course, make requests accordingly.

If this is approved Mr. McDevitt is being advised accordingly.

Those present were Messrs. E. A. Tamm, Glavin, Quinn Tamm and Clegg.

Respectfully,
For the Conference

Clyde Tolson
Chairman

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 7/9/90 BY SP5C110ms

cc: Mr. Glavin

RECORDED

E. R. Glavin
Secretary

66-2554-1449

EX-100

OCT 15 1938

RECEIVED

TOLSON
TAMM
CLEGG

ORIGINAL FILED IN 62-23533-637

RHC:VG

September 26, 1938

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered the inquiry of Mr. E. A. Tamm as to the proper place for filing field firearms record cards since these cards are to accompany the personnel files upon the transfer of Agents.

The Conference believed they should not be placed in any special bound file since it is necessary that entries be made in them monthly following regular firearms training. It was believed more convenient for them to be filed together in an envelope and maintained in the pending files section of an office under Classification No. 1 - Training.

If the above is approved, a bulletin will be issued to the field accordingly and a suggested bulletin of this type is attached.

Those present at the Conference were Messrs. Glavin, E. A. Tamm, C. Tamm and Clegg.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

cc: Mr. Glavin

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/9/90 BY SP5C110ms

RECORDED

66-2584-1450

OCT 13 1938

TOLSON

CLEGG

FOUR

OFF. FILE

ORIGINAL FILED IN 1-29-1970

WRG:MTS

October 7, 1938

MEMORANDUM FOR THE DIRECTOR

ms
The Executive Conference, consisting of Messrs. Nathan, E. A. Tamm, Clegg, and Glavin, considered a memorandum submitted by Inspector J. S. Egan concerning the maintenance of an office log.

Mr. Egan reports that in his recent inspections he has found that there has been a considerable decline in the amount of overtime performed in the various field offices and he is of the opinion that should a log be maintained after 5 P.M. and on Sundays and holidays, it would be easier for the Inspector to check on the actual overtime services performed by the various Agents.

The Conference was of the opinion that the maintenance of a log from 5 P.M. each evening and on Sundays and holidays would not in fact show or be a true criterion of the overtime services performed by Special Agents assigned to any particular field office. It was pointed out that many Agents would be working on the road and would not sign in on the log, their overtime services being reflected on daily reports submitted by them. It was further pointed out that Agents working in the headquarters city would not of necessity return to the office each evening and, unless they reported in upon the completion of their work in the headquarters city, no record would be maintained of the overtime services performed by them.

The Conference was of the opinion that its original recommendation concerning the maintenance of the office log should be continued--that is that the log be maintained after 5 o'clock and on Sundays and holidays when the Special Agent in Charge is absent from the office.

There is attached hereto a communication addressed to Mr. Egan concerning this matter.

RECORDED

Respectfully,
For the Conference

FEDERAL BUREAU OF INVESTIGATION

OCT 10 1938

Clyde Tolson, Chairman DEPT. OF JUSTICE

W. R. Glavin, Secretary

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/9/90 BY SP5/CLM/S

ORIGINAL FILED IN 66-2765-1849

Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.

EAT:JCR

October 1, 1938

MEMORANDUM FOR THE DIRECTOR

The executive conference consisting of Messrs. Clegg, Glavin, Quinn Tamm and E. A. Tamm, considered and recommended the transmittal to the field of the attached Bureau Bulletin relating to the "Transportation in Interstate or Foreign Commerce of certain persons during Labor Controversies."

Respectfully,
For the Conference

Clyde Tolson, Chairman

W. R. Glavin, Secretary

ORIGINAL FILED IN 62-51711-8

RECORDED

66-2554-1452
FEDERAL BUREAU OF INVESTIGATION
OCT 23 1938
U. S. DEPARTMENT OF JUSTICE
TOLSON
GLAVIN
CONE
ONE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/9/96 BY SP5C11DMS

HSC:EG

July 29, 1938

Suggestion No. 162
S. J. Drayton
Supervisor, Seat of Government

Those present were Messrs.

Tolson
Glavin
Lathan
Foxworth
Clegg

MEMORANDUM FOR THE DIRECTOR

Employee suggests that when next the Manual of Rules and Regulations is revised, there be included in it the entire amendment which he attached to his memorandum concerning false claims against the Government.

Mr. Foxworth specifically recommended against this suggestion, believing it would be necessary solely to make reference to it in the Manual, and the Conference agrees with Mr. Foxworth.

The employee is being advised accordingly, if approved.

Respectfully,
FOR THE CONFERENCE

Clyde Tolson
Chairman

H. R. Glavin
Secretary

cc-Mr. Glavin

RECORDED

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 7/9/90 BY SP5CJLDMJ

66-2554-1453

OCT 28 1938

TOLSON
FOXWORTH
LATHAN

46-0-112

October 14, 1938.

Members of the Executive Conference have read and approved for inclusion in the Manual of Instructions the attached revised Section #7 relating to the National Bank and Federal Reserve Act Investigations.

Those who have read and approved this section are Mr. Glavin for Mr. Tolson, Mr. Nathan, Mr. E. A. Tamm, Mr. Foxworth, Mr. Glavin and Mr. Clegg.

If approved, this section will be included in the revised Manual of Instructions.

FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

cc: Mr. Glavin

RESEARCH & INDUSTRIAL

66-2554-1454
FEDERAL BUREAU OF INVESTIGATION
OCT 16 1933
DEPT OF JUSTICE
✓ POLSON
✓ CLEGG

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/9/90 BY SP5CJ/DMs

67H-2-4261-97

WRG:MTS

October 7, 1938

MEMORANDUM FOR THE DIRECTOR

Force Officer, 10/10/38

The Executive Conference, consisting of Messrs. Nathan, E. A. Tamm, Clegg, and Glavin, was advised by Mr. Glavin that at the present time the Chief Clerk's Office has in its possession 371 police positive revolvers which have been returned from the field either as defective or on straight transfers for heavier weapons. It was also advised that there are 82 police positive revolvers ready to issue. It was Mr. Glavin's contention that these revolvers, which are the regular police revolvers on the small frame should be issued at this time to new incoming Agents unless the revolvers themselves are not in good working condition.

He pointed out that the defective weapons could be disposed of through turn-in through the Department, that he was of the opinion that these weapons should be used and that the Bureau should not purchase additional official police revolvers which are those revolvers having heavy frames until those regular police positive revolvers have been issued.

The Conference unanimously approved the suggestion and appropriate instructions have been issued to the Chief Clerk's Office concerning this matter.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

RECORDED
&
INDEXED

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/9/90 BY SP5C/LMS

ORIGINAL FILED IN 66-3760-2225

66-2554-1455

TOLSON	GLAVIN	ROUS	WATSON
✓	✓	✓	✓

WRG:atw

October 12, 1938

MEMORANDUM FOR THE DIRECTOR

The Conference consisting of Messrs. Nathan, E. A. Tamm, Clegg and Glavin considered the suggestion submitted by Joseph A. Sizoo, Movement Clerk, Chief Clerk's Office concerning the maintenance of 3x5 cards showing retraining and special schools attended by Special Agents after the Agent has resigned from the service. It was pointed out that this information is at hand in the personnel file of the former employee in question and after the employee resigns, there is, frankly, no reason for continuing to maintain these records.

The Conference unanimously approved this suggestion that these records be destroyed after the resignation of the interested employee.

If you approve, appropriate instructions will be issued to the Chief Clerk's Office.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

RECORDED

66-2554-1456

FEDERAL BUREAU OF INVESTIGATION	
OCT 18 1938	
U. S. DEPARTMENT OF JUSTICE	
TOLSON	MOORE
NEASE	PERSONNEL

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 7/9/90 BY SP5EL/oms

ORIGINAL FILED IN 66-2554-1456

WRG:atw

October 12, 1938

MEMORANDUM FOR THE DIRECTOR

The Conference consisting of Messrs. Nathan, E. A. Tamm, Clegg and Glavin considered the suggestion submitted by SAC Conroy concerning the submission of efficiency rating reports.

Mr. Conroy suggests that all efficiency reports, whether they are the regular annual efficiency reports, thirty day reports, or other special efficiency reports be submitted on the regular efficiency report forms whereby a definite rating would be given each employee. Also, information as to the date of entry into the service, date of reporting for duty at each office, salary and grade of each employee would be kept up to date.

The Conference recommends against the adoption of this suggestion pointing out that especially in the thirty day reports submitted by the various Special Agents in Charge they do not have on hand sufficient information to properly submit the regular annual efficiency rating report forms. It is believed that the Bureau's present policy of the regular efficiency report form being used for the regular annual efficiency report should be continued and other reports be submitted in letter form as at the present time.

If you approve, there is attached hereto a communication addressed to SAC Conroy concerning this matter.

Respectfully submitted,
FOR THE CONFERENCE

Glyde Tolson
Chairman

W. R. Glavin
Secretary

RECORDED

Mr. Tolson.....
Mr. Nathan.....
Mr. E. A. Tamm.....
Mr. Clegg.....
Mr. Coffey.....
Mr. Crowl.....
Mr. Dawsey.....
Mr. Egan.....
Mr. Foxworth.....
Mr. Glavin.....
Mr. Harbo.....
Mr. Lester.....
Mr. McIntire.....
Mr. Nichols.....
Mr. Quinn Tamm.....
Mr. Tracy.....
Miss Gandy.....

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 393,013
DATE 7/9/90 BY SP5C/vms

66-2554-1457

13 OCT 1938

TOLSON

FOUR

W. R. GLAVIN

ORIGINAL FILED IN 66-3737-50

FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE
WASHINGTON, D.C.

COPY
RHC:RLC

September 29, 1938

MEMORANDUM FOR THE DIRECTOR

The members of the Executive Conference reviewed the sections of the Manual of Rules and Regulations together with suggested changes as made by Mr. Glegg following his preparation of this Manual for printing.

The suggested changes have been approved in their entirety and those who have approved these changes are Mr. Glavin for Mr. Tolson, Mr. Quinn Tamm for Mr. Nathan, Mr. E.A. Tamm, Mr. Pennington for Mr. Foxworth, Mr. Glavin and Mr. Glegg.

If approved, these changes will be incorporated in the Manual of Rules and Regulations.

Respectfully,
For the Conference,

T.

Clyde Tolson,
Chairman.

WRC

W. R. Glavin,
Secretary.

CC: Mr. Glavin

RECORDED
&
INDEXED

66-2554-1458
FEDERAL BUREAU OF INVESTIGATION
OCT 20 1938
U. S. DEPT. OF JUSTICE

FILED
OCT 20 1938

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 333,013
DATE 7/9/90 BY SP5C110MS

ORIGINAL FILED IN 66-2554-1458

HHC:MM

September 26, 1938

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered the suggestions submitted by Inspector J. S. Egan in his two communications dated September 15, 1938. First, that whenever bulky exhibits relating to an investigative file are stored separately the green sheet placed in the file and the memorandum on the exhibit package should bear not only the file and classification number but also the name of a principal subject in order that the exhibit might be more easily identified.

The Conference unanimously agreed with this suggestion and if it is approved a Bulletin will be issued to the field and the Manual changed accordingly.

Secondly, it was suggested that, since it was impossible to find out all that had been going on in an office after 5 P.M. on week days, after 1 P.M. on Saturdays and on Sundays and Holidays, as it is not required that the log books be maintained if the Agent in Charge is in the office, the Bureau initiate a ruling wherein these log books will be maintained beginning at 5 P.M. on week days, at 1 P.M. on Saturdays and on Sundays and Holidays.

The Executive Conference considered this suggestion and unanimously opposed it since the primary value of the log book is to enable the Special Agent in Charge on the following day or on his return to the office to find out what has transpired in the office during his absence and there is no need, therefore, for any records to be entered in the log book while the Special Agent in Charge is in the office.

If this is approved Mr. Egan is being advised accordingly.

Those present were Messrs. E. A. Tamm, H. R. Glavin, Quinn Tamm and H. H. Clegg.

Respectfully,
For the Conference

RECORDED

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/9/96 BY SP5C10MS

cc: Mr. Glavin

66-2554-1457	
Clyde R. Tamm, Chairman	
BUREAU OF INVESTIGATION	
OCT 19 1938	
U. S. DEPARTMENT OF JUSTICE	
W. R. Glavin	Secretary

September 14, 1938

MEMORANDUM FOR THE DIRECTOR

The Executives Conference, consisting of Messrs. Tolson, Clegg, E. A. Tamm, Glavin and Q. Tamm, this morning considered the efforts being made to have juveniles incarcerated in penal institutions fingerprinted and their prints forwarded to the Bureau. Contacts by the Agents in the field, since they were ordered on December 4, 1937, have not been successful, and it has been suggested that it might be desirable for the Bureau to contact the following individuals: Mr. Paul J. Blanford of the Virginia Training School at Maiden, Virginia—President of the National Association of Training Schools; Mr. H. E. Hegstrom, State Training School for Boys, Red Wing, Minnesota—Secretary of the National Association of Training Schools, and Kathryn F. Lenroot, Chief of the Children's Bureau of the United States Department of Labor and leader of the Advisory Committee of the United States Children's Bureau. These officials have issued instructions to the various training schools to the effect that they do not believe it desirable to fingerprint juvenile delinquents.

The Conference believes that these individuals should be contacted in this connection, and that these contacts should be personally made by Mr. Clegg or Mr. Nichols.

Respectfully,
For the Conference,

Clyde Tolson, Chairman

RECORDED

W. R. Glavin, Secretary

Mr. Tolson _____
Mr. Nathan _____
Mr. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Crowl _____
Mr. Dawsey _____
Mr. Egan _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Harbo _____
Mr. Lester _____
Mr. McIntire _____
Mr. Nichols _____
Mr. Tracy _____
Miss Gandy _____

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/9/90 BY SP5C110ms

66-2554-1460

OCT 20 1938

U. S. DEPARTMENT OF JUSTICE

TO: DIRECTOR, FBI

FROM: W. R. GLAVIN, SECRETARY

SUBJECT: JUVENILE DELINQUENTS

ORIGINAL FILED IN 32-15346-12

QT:CSH

September 26, 1938

MEMORANDUM FOR THE DIRECTOR

The Executives Conference, consisting of Messrs. Clegg, E. A. Tamm, Glavin and Q. Tamm, this morning considered the question of testimony on the part of the Bureau's single fingerprint experts. As recently as last week a case, previously examined by the Wichita Police Department and reported to be identical, was examined by the single fingerprint experts of the Bureau and found to be not identical.

It was pointed out by Mr. Q. Tamm that the Single Fingerprint Section at the present time examines material which has previously been examined by other, outside experts. Because of the number of such fingerprint experts throughout the country and the number who are police school graduates, it was the opinion of the Conference that this should be continued. However, the Conference was of the opinion that the testimony on the part of our single fingerprint experts should be built up. At the present time examinations are being made by the Bureau and charts are being furnished to contributors, but the Bureau receives no credit for testimony in these cases.

It was the suggestion of the Conference that a paragraph be included in letters prepared by the Single Fingerprint Section, reporting an identification, to the effect that testimony will be furnished by the Bureau if requested. The Conference was also in favor of discontinuing the practice in the Single Fingerprint Section of furnishing charts to contributors in cases in which identifications are made, and believed these charts should only be furnished when a Bureau expert is going to testify.

RECORDED

Respectfully,
For the Conference,

Clyde Tolson, Chairman

W. R. Glavin, Secretary

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/9/90 BY SP5a10ms

ORIGINAL FILED IN 32-20454-1461

65-2554-1461

FEDERAL BUREAU OF INVESTIGATION

SEP 27 1938

U.S. DEPT. OF JUSTICE

TOLSON
NATHAN
JOHN
E. F. Tamm
Glavin

HHC:MM

September 26, 1938

MEMORANDUM FOR THE DIRECTOR

71
The Executive Conference considered a suggestion of Mr. Hince that the Bureau have a draftsman draw up a perspective view of the target arrangement for the practical pistol course and the new shotgun course, this draft to be forwarded with suitable printed matter to all graduates of the FBI National Police Academy.

The Conference unanimously approved this suggestion and if it is agreeable a memorandum is being addressed to Mr. Hince accordingly.

Those present were Messrs. E. A. Tamm, J. R. Glavin, Quinn Tamm and H. H. Clegg.

Respectfully,
For the Conference

Clyde Tolson
Chairman

J. R. Glavin
Secretary

cc: Mr. Glavin

RECORDED

66-2554-1462
FEDERAL BUREAU OF INVESTIGATION

OCT 20 1938

U. S. DEPARTMENT OF JUSTICE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/9/90 BY SP5CUBMS

ORIGINAL FILED IN 66-2554-1462

WRG:ACS

September 27, 1938

MEMORANDUM FOR THE DIRECTOR.

The Executives' Conference, consisting of Messrs. Clegg, E. A. Tamm, Quinn Tamm, and Glavin, considered the desirability of furnishing shooting coats for use by Bureau agents and members of the FBI NPA while undergoing rifle practice at Quantico, Virginia.

Mr. Glavin advised the Conference that Mr. Baughman had recommended a gray whipcord coat submitted by Fries, Beall and Sharp, costing approximately \$4.00, pointing out that the gray coat will show soil very much less than the tan or olive drab and it is inevitable those coats will have soiled spots on them after use of a day or two; also the various military services use olive drab shooting coats and if the Bureau is equipped with the gray coat there will be much less danger of the coats getting mixed up with property of the Marine Corps and coats being lost or disappearing through accident or design.

The Conference was further advised that Messrs. Wyly and Nitschke recommend the olive drab shooting coat as best suited for the use of the Bureau. The particular coat brought to the attention of the Conference appeared to be made of heavy material, was drab in color, would not soil easily, the shoulder and elbow pads are sheep skin padding rather than felt padding covered by leather. Nitschke and Wyly recommend that military buttons be secured for the coats rather than the regular type of button. All firearms experts recommended that no sizes less than 38 be secured and Mr. Baughman recommends that sizes 40, 42, and 44 be secured.

The Conference, with the exception of Mr. Glavin, recommended that the shooting coat recommended by Messrs. Wyly and Nitschke and which was examined by the conference, be secured, they believing that this coat is much better than the one recommended by Mr. Baughman. Mr. Glavin recommends that the coat recommended by Mr. Baughman, which is of the whipcord variety and one that does not have as much padding as the other and which is considerably cheaper, be procured. The coat recommended by Messrs. Nitschke and Wyly sells for \$7.50 retail; the coat recommended by Mr. Baughman sells for \$4.50 retail. It is believed that there will be a reduction in price on either of these coats if a quantity of such coats are purchased as a result of competitive bids. The conference recommends that two dozen coats of assorted sizes from 38 to 44 be secured at an early date.

RECORDED
Respectfully,

Glyde Tolson
Chairman

W. R. Glavin
Secretary

cc - Mr. Glavin

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 303,013
DATE 7/9/90 BY SP5C/LMS

66-3760-2991

ORIGINAL FILED IN

66-3760-1463

WRG:atw

October 12, 1938

MEMORANDUM FOR THE DIRECTOR

The Conference consisting of Messrs. Nathan, E. A. Tamm, Clegg and Glavin considered a suggestion submitted by Frank W. Waikart, Chief, Personnel Files Section, concerning the maintenance of National Police Academy personnel files.

He points out at the present time two files are maintained; one in the Administrative Files Section, the other in the Personnel Files Section covering the National Police Academy. He advises that the police Department File is maintained in the Administrative Files and the file on the graduate is maintained in the Personnel Files. The Police Department File contains all preliminary correspondence leading up to the selection of the NPA man. The Personnel Files Section does not keep any of this material until the name of the representative is ascertained and found to be acceptable to the Bureau; that at the present time it is necessary to secure both files when a review of any graduate is desired. He suggests that the entire correspondence be maintained in the Administrative Files Section under a 1 classification.

The conference recommends approval of this suggestion and if you approve, appropriate instructions will be issued to the Files Section concerning this matter.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W.R. Glavin
Secretary

RECORDED

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/9/90 BY SP5C/LDM/S

66-2554-1464

FEDERAL BUREAU OF INVESTIGATION

OCT 24 1938

U. S. DEPARTMENT OF JUSTICE

TOLSON CLEGG Egan LUGHLIN NICHOLS BELFARTE PERKINS

ORIGINAL FILED IN 66-2554-1464

HHC:VQ

October 15, 1938.

MEMORANDUM FOR THE DIRECTOR

71
The Executive Conference considered the suggestion of SAC H. D. Harris of Cincinnati that a memorandum prepared by him concerning the qualifications for administrative duties be printed and forwarded to all field offices.

The Conference believed that this outline, although containing some items of value, added nothing new to the store of knowledge possessed by Special Agents in Charge about the general qualifications which Mr. Harris described and it was believed that it would have very limited value to the employees of the Bureau and therefore an unfavorable recommendation was made.

If this is approved, Mr. Harris is being written accordingly.

Those present at the Conference were Messrs. E.A. Tamm, Q. Tamm, Mr. Glavin and Mr. Clegg.

Respectfully

FOR THE CONFERENCE

Clyde Tolson,
Chairman.

W. R. Glavin,
Secretary.

cc: Mr. Glavin

RECORDED

66-2554-1465
FEDERAL BUREAU OF INVESTIGATION

OCT 24 1938

U. S. DEPARTMENT OF JUSTICE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 7/9/90 BY SP5C110m5

ORIGINAL FILED IN 1-27-9-2-9

HHC:MM

October 7, 1938

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, Mr. E. A. Tamm, Mr. Glavin, Mr. Nathan and Mr. Clegg being present, recommended that the personnel files and the training division be authorized to destroy the Seat of Government and Field firearms training cards of employees upon their resignation. Since records of failures are recorded in personnel files provided the employees have not measured up to the Bureau's qualifications, the Conference unanimously felt that it was unnecessary to retain these cards and therefore recommended that they be destroyed upon the resignation of the employee from the Bureau.

If this is approved there is attached hereto a memorandum addressed to Mr. Clegg and Mr. Crowl accordingly.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

ORIGINAL FILED IN

Mr. Tolson
Mr. Nathan
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Crowl
Mr. Dawsey
Mr. Egan
Mr. Foxworth
Mr. Glavin
Mr. Harbo
Mr. Lester
Mr. McIntire
Mr. Nichols
Mr. Quinn Tamm
Mr. Tracy
Miss Gandy

cc: Mr. Glavin

RECORDED

66-2554-1466

FEDERAL BUREAU OF INVESTIGATION

OCT 10 1938

U. S. DEPT. OF JUSTICE

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ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/9/90 BY SP5C110ms

JOHN EDGAR HOOVER
DIRECTOR

Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.

HHC:BG

September 26, 1938

MEMORANDUM FOR THE DIRECTOR

It is recommended that the regular conference of Bureau officials and supervisors be held on Thursday evening, September 29, 1938, at 7:00 P.M. in training school room No. 1. The following is the suggested program:

7:00 PM	to	7:45 PM	Written Examination on the Bureau's Manuals	
7:45 PM	to	8:45 PM	Discussion of recent changes in instructions concerning Manual of Instructions	Mr. E. A. Tamm
8:45 PM	to	9:30 PM	Discussion of changes in Manual of Rules and Regulations	Mr. Clegg
9:30 PM	to	9:45 PM	Some suggestions for supervisors serving as instructors	Mr. Clegg

If this is approved, there is attached hereto a memorandum accordingly.

Respectfully,

H. H. Clegg.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 33,013
DATE 7/9/90 BY SP5C/10ms

RECORDED

66-2554-1467
FEDERAL BUREAU OF INVESTIGATION
OCT 24 1938
U. S. DEPARTMENT OF JUSTICE
CLEGG

(copy-cmew)

FEDERAL BUREAU OF INVESTIGATION

November 5, 1938

EAT:JCR

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered the suggestion of Supervisor R. P. Kramer that the 25 "LEB cards" prepared by the fugitive Supervisors containing information relative to Bureau fugitives for publication in the law enforcement bulletin be filed hereafter in the Posting Section instead of in the Files Section. It is pointed out that the only person who subsequently refers to these cards is the checker of the law enforcement bulletin and his use of the cards would be facilitated if these cards were filed in the Posting Section instead of in the files section. The Conference was unanimously in favor of this suggestion.

Those attending the Conference were Messrs. Tolson, Nathan, Glavin and E. A. Tamm.

Respectfully,
For the Conference

Clyde Tolson, Chairman

W. R. Glavin, Secretary.

O.K. - H.

RECORDED
&
INDEXED

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 7/9/90 BY SP5cldms

66-2554-1468X

FEDERAL BUREAU OF INVESTIGATION
NOV 13 1938
U. S. DEPARTMENT OF JUSTICE
RECEIVED
EDWARD J. TOLSON
W. R. GLAVIN
W. C. CLEGG
W. H. LADD
W. J. MOHR
W. P. MURPHY
W. R. GLAVIN
W. J. CAGNEY
W. J. CONNELLEY
W. J. GILBERT
W. J. HENRY
W. J. LADD
W. J. MOHR
W. J. MURPHY
W. J. NICHOLS
W. J. ROSEN
W. J. TRACY
W. J. WATSON
W. J. WHELAN
W. J. WILSON
W. J. WOOD
W. J. WYATT
W. J. YOUNG
W. J. ZIEGLER

ORIGINAL FILED IN 66-2554-1468X

October 13, 1938

MEMORANDUM FOR THE DIRECTOR

The Conference, consisting of Messrs. Nathan, E. A. Tamm, Clegg, and Glavin, considered a suggestion submitted by Gale F. Lindsey, Tour Leader. Mr. Lindsey suggests that the Bureau consider setting up a reserve Special Agent corps from those clerks in the Bureau who have at least one or two years of experience in the Bureau's work, who have a year or more of their schooling in back of them, and who can successfully pass mental, physical, and character examinations.

He suggests that it may be possible to afford these clerical employees an hour or two each week of classroom lectures comparable to that given new Agents, that they could be considered as a corps of "Non-Commissioned Trainees," and that these employees would give the Bureau a reserve in manpower that could be called on in extreme national emergency which, with very little additional training, could be placed in the field. In addition, it would afford excellent pre-training for those men in the service who intend to devote their schooling to the furtherance of law enforcement work in the Federal Bureau of Investigation.

The Conference, after carefully considering this suggestion, and realizing that from a national emergency standpoint it has many good points, recommends that at the present time it be unfavorably considered, due to the fact that (1) it would be difficult to afford the necessary instruction without seriously affecting the regular clerical assignments, and (2) that undoubtedly many would wish to be considered for such instruction when it would not be known whether they could be considered for Special Agent positions at a future date.

A communication has been addressed to Mr. Lindsey and is attached hereto for your approval.

Respectfully,
For the Conference

RECORDED
&
INDEXED

Glyde Tolson, Chairman

FEDERAL BUREAU OF INVESTIGATION

OCT 24 1938

W. R. Glavin, Secretary

DIRECTOR, DEPARTMENT OF JUSTICE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/9/76 BY SP5CCL/mjs

66-2554-14681
ORIGINAL FILED IN

HHC:MM

October 7, 1938

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, Messrs. E. A. Tamm, Glavin, Nathan and Clegg being present, considered the suggestions of Special Agent Roger F. Gleason based upon his observations while attending the firearms instructors' school. He recommended as follows:

1. That more time be given in the field to nomenclature in connection with firearms training as he felt that it improved his own efficiency while attending this two weeks school to become personally acquainted with the name and function of the various pieces of equipment.

The Conference desires to point out that detailed instruction is given in Washington during the course of retraining schools and it is felt that during the seven periods of firearms training in the field that this time should be devoted primarily to the handling and care of the firearms and the proper firing of them. It was further desired to point out that there is no objection at any time in the field to Special Agents holding special conferences to study the mechanics of the various firearms whenever it is felt that this is necessary or desirable but it was not believed that there should be any specific requirement emphasizing the nomenclature of the firearms.

2. It was suggested that those who attended the instructors' school be permitted to come to Washington and help instruct various groups of men in order to improve their ability as firearms instructors.

It is observed that some of those who attended the firearms instructors' school were recommended unfavorably as possessing instructing ability and it is believed that the employee should be advised that this action is being taken with those who are deemed satisfactorily qualified in order that they could perform such duties as may be necessary from time to time.

Tolson _____
Nathan _____
E. A. Tamm _____
Clegg _____
Coffey _____
Crowl _____
Dawsey _____
Egan _____
Foxworth _____
Glavin _____
Harbo _____
Lester _____
McIntire _____
Nichols _____
Quinn Tamm _____
Tracy _____
Gandy _____

RECORDED
&
INDEXED

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/9/90 BY SP5C1/DM.S

66-225-1468
OCT 25 1938
U.S. DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION
TOLSON
Clegg
Glavin
Ladd
Nichols
Tracy
Harbo
Rosen
Egan
Gandy

ORIGINAL FILED IN 1-07-256

Director

- 2 -

October 7, 1938

3. This employee suggests that the Bureau give consideration to devising a practical machine gun course to follow similar lines to one called the practical pistol course.

At present the machine gun is fired both single fire and in bursts at a distance of approximately 25 yards. The scores being made are now almost uniformly high and it is believed that a course worked out along the lines of the practical course whereby the machine gun would be fired from behind barricades and from different positions and at varying distances up to 75 yards, would in fact be an improvement. At least it was recommended that Mr. Baughman and Mr. Wyly be authorized to conduct experiments in this line and submit their findings to the Bureau. If approved a memorandum is attached addressed to Mr. Baughman and Mr. Wyly accordingly.

4. The employee suggests that the firing of the .351 rifle from a prone position also be added to the course.

The opinion of the Conference is that it is most difficult to fire this weapon from a standing position, that it is less difficult to fire it from a sitting position and it is least difficult to fire it from a prone position. The 30'06 caliber rifle is fired from a prone position which affords experience in firing from this particular position. But if satisfactory scores and results are obtained from firing the .351 rifle from a standing and sitting position then it is natural that there would be no difficulty encountered in firing it from a prone position, especially since firing from a prone position is given with certain other weapons. It was, therefore, recommended that there be no change in this particular type of training.

In the event the above suggestions are approved the employee is being advised accordingly.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Mr. Tolson.....
Mr. Nathan.....
Mr. E. A. Tamm.....
Mr. Clegg.....
Mr. Coffey.....
Mr. Crowl.....
Mr. Dawsey.....
Mr. Egan.....
Mr. Foxworth.....
Mr. Glavin.....
Mr. Harbo.....
Mr. Lester.....
Mr. McGuire.....
Mr. Nichols.....
Mr. Quinn Tamm.....
Mr. Tracy.....
Miss Gandy.....

cc: Mr. Glavin

COPY
CT:AGS

July 15, 1938

90885

MEMORANDUM FOR THE DIRECTOR

Suggestion
#103
H.H. Clegg

Assistant Director H. H. Clegg recommends that the Bureau seek legislation or administrative action to transfer Post Office investigations of criminal violations to the jurisdiction of the Bureau.

The Executives Conference, Messrs. Tolson, Clegg, Glavin, and Foxworth are in agreement. Mr. Foxworth pointed out that we have tried in the past to secure jurisdiction over any fraud matters but have not been successful in this. It is felt, however, that this should be kept in mind and in conferences with Departmental officials we should make every endeavor to secure the goal suggested by Mr. Clegg. It was also pointed out that we should endeavor then it appears propitious to do so to have criminal matters now handled by the Securities and Exchange Commission placed under the investigative jurisdiction of the FBI.

If you approve this memorandum will be referred to Mr. Tamm so that he may discuss the same with Judge Holtzoff at an early date. Furthermore, it is felt that when an opportunity presents itself it might be possible to secure the interest of a friendly member of Congress who might introduce a Bill abolishing the criminal investigative functions of the Post Office Department and the Securities and Exchange Commission. A letter to Mr. Clegg is attached.

Respectfully,

Glyde Tolson,
Chairman

W. R. Glavin
Secretary

Encl
(Outgoing letter)

RECORDED

66-2554-1469

SEARCHED INDEXED
SERIALIZED FILED
JUL 16 1938
FBI - NEW YORK

TOLSON
GLAVIN
Clegg

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7/9/90 BY SP5C/10ms

2-765-1829

COPY
EAT:JCR

September 23, 1938

90886

MEMORANDUM FOR THE DIRECTOR

7
4
Appropos of the attached memorandum addressed to you under date of July 15, 1938, by the Executive Conference, I discussed with Mr. Holtzoff the question of taking some legislative or administrative action to transfer to the FBI the jurisdiction of all criminal violations now investigated by the Post Office Inspectors and the Securities and Exchange Commission.

Mr. Holtzoff expressed the view that it was ridiculous for the Federal Government to maintain several investigative agencies, each handling particular types of criminal violations, and stated he frankly believed the investigation of the Post Office and the Securities and Exchange Commission.

Mr. Holtzoff stated of course these agencies would fight bitterly any effort to abolish their criminal jurisdiction and under present conditions he believed they would defeat any efforts which the Department might make to bring about this consolidation.

I suggested that the strategic thing to do would not be to have the Department of Justice appear in the picture but to have some ostensibly outside person such as a friendly Congressman or Senator introduce a bill having this objective. He stated he thought the matter might be handled in this way but in view of the close friendship between the Attorney General and Mr. Harley he would not care to act upon this plan until he takes the matter up with the Attorney General and obtains his reaction and authorization.

I will follow Mr. Holtzoff up from time to time on this suggestion.

Respectfully,

EDWARD A. Tamm

AMOLB

RECORDED

66-2554-1469

SEP 23 1938

DEPARTMENT OF JUSTICE

RECEIVED

7/9/90 SP5C110MS

325,613

66-2765-1829

ORIGINAL FILED

COPY

June 27, 1938

Mr. John Edgar Hoover
Federal Bureau of Investigation
U.S. Department of Justice
Washington, D.C.

90887

Dear Mr. Hoover:

With reference to your letter of June 1, 1938, concerning suggestions, I desire to submit the following suggestion:

- (1) That the Bureau seek legislation and administrative action, or both if necessary, which will transfer all investigation of criminal violations presently under the basic jurisdiction of Post Office inspectors to the Bureau.

The ambitious tactics of Post Office inspectors, their known hostility and apparent plans to take over the accounting phases of mail fraud investigation, all would appear to signify that they are entitled to no consideration by the Bureau. As a matter of logic, this would appear to be proper. I would suggest that this be considered the first step in a definite attempt to expand the Bureau's jurisdiction.

Sincerely yours,

H. H. Clegg

RECORDED

66-2554-1467

333,013
7/9/38 SPSC:10ma

DIRECTOR
TOLSON

JUL 2 1938

U.S. DEPT. OF JUSTICE
RECEIVED

66-2554-1467

EAT:JW

October 20, 1938

MEMORANDUM FOR THE DIRECTOR

6
The Executive Conference considered the attached Bureau Bulletin relative to the undesirable practice of discontinuing investigations of Departmental Applicant cases upon receipt of information to the effect that the applicant in question has been employed by the Department, and unanimously approved it for submission to the field.

Those in attendance were Messrs. Tolson, Nathan, Glavin and E. A. Tamm.

Respectfully,
For the Conference

Clyde Tolson, Chairman

W. R. Glavin, Secretary

RECORDED

66-2554-1471

OCT 23 1938

TOLSON

GLAVIN

ONE

SEE FILE

over

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/9/96 BY SP5C110MS

ORIGINAL FILED IN 66-2554-1471

COPY;mm

HHC:ES

September 26, 1938

MEMORANDUM FOR THE DIRECTOR

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The Executive Conference considered the replies which have been received from a few of the offices relative to the Bureau's approval of Special Agents in Charge making arrangements for Special Agents attached to their office to take physical training after office hours.

No unusual developments were discovered in this regard. Most of the offices have been able to make arrangements to get either reduced rates or special privileges in connection with such training at YMCAs or other places. In order to make the Bureau's attitude toward this matter understood to all Special Agents, it is suggested that the Bureau not push this matter further but that there be inserted in one of the regular bulletins the Bureau's policy that wherever such arrangements can be made by field offices the Bureau desires to encourage the taking of physical exercises after regular office hours.

If this is approved, there is attached hereto a suggested bulletin for this purpose. Those present were Messrs. E.A. Tamm, Quinn Tamm, Glavin and Clegg.

Respectfully submitted,
For the Conference

Clyde Tolson, Chairman

W.R. Glavin, Secretary.

O.K.-H.

-Bulletin to field-
10-18-38 HHC

I am strongly for the training & I see no reason to soft pedal our attitude.. H.

RECORDED

INDEXED

1470

66-2554-1

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ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/9/90 BY SP5CJL/oms

✓
TOLSON

✓
Clegg

ORIGINAL FILED 66-4972-665

BHC:VG

October 24, 1938.

MEMORANDUM FOR THE DIRECTOR

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/9/90 BY SP5C/LPM/5

The Executive Conference, with Messrs. Tolson, Glavin, E. A. Tamm and Clegg present, considered the proposed barracks to be constructed at Quantico, as represented in the rough draft outline on the attached blue print.

In addition to the obvious notations on the blue print, the following additional data are set forth:

1. The estimated total cost of the barracks building with permanent fixtures installed, including an electric range and refrigerator in the small kitchen, will be between \$70,000 and \$80,000. This approximates fifty per cent of the total of \$150,000 appropriated for the range and barracks. It is the speculative estimate of the Navy officials that a range for rifle firing and a range for pistol firing on a par with the present range facilities at Quantico can be provided with the remainder. It was the statement of the Navy officials (architects) that first the specifications should be drawn for the barracks and bids solicited and obtained and contract let for the barracks so the exact cost would then be known before drawing up the specifications for the building of the range as it will not be known exactly how much money will be available to build the range until after the contracts are let for the building of the barracks.

2. From the time of approval of the attached floor plan or any modification of it desired, Commander Headham stated that it would require about eight weeks' time to complete the drawings, prepare the specifications, and solicit and obtain bids for the construction of the barracks. Mr. Clegg believed that it should be further pointed out that in view of the delays which have occurred, if the Navy suddenly decides to expand its program beyond the present indication a still further delay might be anticipated and should be anticipated. This will depend upon the instructions which are received by the drafting room from the Secretary of the Navy and the President. However, at present, it was indicated that the drawings and specifications for the barracks building could be worked in conveniently with the remaining program which they have, in the time stated.

Mr. Tolson.....
Mr. Nathan.....
Mr. E. A. Tamm.....
Mr. Clegg.....
Mr. Coffey.....
Mr. Crowl.....
Mr. Dawsey.....
Mr. Egan.....
Mr. Foxworth.....
Mr. Glavin.....
Mr. Harbo.....
Mr. Lester.....
Mr. McIntire.....
Mr. Nichols.....
Mr. Quinn Tamm.....
Mr. Tracy.....
Miss Gandy.....

RECORDED

118/66-554-1472
TOLSON
FOLLOWS
OCT 27 1938

118-66-554-1472
ORIGINAL FILED IN

October 24, 1938

3. Two representatives of the Washington Refrigerating Company which sells York Refrigerating Plants (this building has a York system installed in it) have advised that a 15-horse power motor and air conditioning unit can be installed to completely cool the first floor, on which all the classrooms are located, during the day and shortly before the classes are ended, a switch can turn the air conditioning off the first floor or any part desired and turn it on any portions of the second and third floors desired. In other words, the 15-horse power unit can cool off either the first floor or second or third floors but would not be sufficiently powerful to cool them all at once. They were of the opinion that since classes would be on the first floor and the second and third floors would be used primarily for dormitory space this would be a wise and economical installation which would cost from \$6000 to \$7500. The Navy Department has stated that this amount would be included in the maximum of \$80,000, which is the estimated cost for the entire building.
4. The Bureau has already purchased some furniture and supplies for the barracks building which have been received, but there will be some additional cost for other supplies and equipment which will be needed.
5. The Basement -- Although space/allocated "Indoor Rifle and Pistol Ranges" for the basement, the estimate of cost does not include the building of these ranges but merely indicates this amount of space will be available for this purpose.
6. The First Floor -- It is noted that the dining room is set up to seat 40 people at four tables. Eight more or a total of 48 could, in fact, be seated at these tables which would make it necessary for groups in excess of 48 to take their meals in shifts. The kitchen is comparatively small but the cost of the electric range and refrigerator is included in the total cost of the building. The small classroom for 24 may be used as a recreation room if desired.
7. The Second Floor -- It will be noted that 60 people can sleep on the second floor and the sleeping space is partitioned into units of 6 to 12 in a room. If any of the dormitory space is not needed for such purposes, any one of the rooms might be converted into a recreation room or reading room and in the event anyone is ill they could remain in one of the smaller

Director

- 3 -

October 24, 1938

units and the air conditioning could be turned on in this smaller room throughout the day.

8. The Third Floor -- This floor will provide sleeping quarters for 36 men, in rooms which will accommodate six employees.

The Executive Conference, in considering the above, recommended the adoption of this general floor plan as a basis for the architects to immediately start their drafting work and the preparation of specifications.

Respectfully,

FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

cc: Mr. Glavin

HHQ:VG

October 24, 1938

MEMORANDUM FOR THE DIRECTOR

The Executive Conference recommended that Special Agent Robert H. Hicks be notified to report to Washington on November 1, 1938, for the purpose of receiving instructor's training and experience while instructing the new class of Special Agents scheduled to report on that date. His assignment will be for a duration of three weeks.

Those present were Messrs. Tolson, Glavin, E. A. Tamm, and Clegg.

Respectfully,

FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

cc: Mr. Glavin

RECORDED

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/9/90 BY SP5C11/SMS

66-2554-1473

SEARCHED	INDEXED
SERIALIZED	FILED
OCT 25 1938	
FBI - WASHINGTON	

HHC:MM

October 7, 1938

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, Messrs. E. A. Tamm, Glavin, Nathan and Clegg being present, considered the suggestion of Stenographer Sarah L. Butler of the Cincinnati office wherein she suggests the placing of descriptions on the back of photographs when they are sent by the Bureau to the field. In this connection it was pointed out that at the Supervisors' conference the following suggestions were made:

1. That a rubber stamp be furnished to all the field offices on which the basic items of description should be listed with blank spaces to be filled in to show color, weight, height and similar data.
2. That there be printed on paper and pasted on the back of the photographs the descriptive data in detail which is sent out by the Bureau.
3. That the descriptive data be printed on stickers sent out with the photographs for attaching thereto.

The Executive Conference recommended that rubber stamps of the proper type be furnished to each field office of such size as would fit the photographs usually made by police departments and, second, that experiments be conducted in the mechanical section as to the difficulties and benefits in printing descriptive data on paper or stickers for attaching them subsequently to the photographs.

If this is approved there is attached hereto a memorandum to Mr. Glavin and Mr. Rennieberger accordingly. The employee is being advised of this decision if agreeable.

Respectfully,
For the Conference

RECORDED

Clyde Tolson
Chairman

OCT 28 1938

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/9/90 BY SP5/clm/s

Ct. Mr. Glavin

W. R. Glavin
Secretary

TOLSON
CLEGG
FOUR

ORIGINAL FILED IN 66-4926-13

PEF:DM

July 27, 1938

Suggestion #164

L. R. Pennington, Supervisor
Investigative Division

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, composed of Messrs. Tolson, Nathan, Clegg, Glavin and Foxworth, considered the suggestion of Special Agent L. R. Pennington to the effect that the Manual of Instructions covering National Bank Act violations be amended so as not to make it mandatory that each accounting report on such a case include information as to officers and directors of the bank, statement of condition and management of the bank. It was pointed out that this information is of no value in the great majority of cases. The Conference was unanimously in favor of the adoption of this suggestion.

Mr. Pennington further suggested that the personal history and description of subjects involved in accounting investigations be shown at the conclusion of the investigative reports in order that this information would be treated uniformly in all Bureau reports. The Conference was also unanimously in favor of the adoption of this suggestion. The appropriate changes will be made in the Manual.

A letter of appreciation to Mr. Pennington is attached.

Respectfully,
For the Conference

Clyde Tolson, Chairman

RECORDED

66-2554-1475

E. R. Glavin, Secretary

OCT 27 1938

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/9/96 BY SP5/110ms

TOLSON
GLAVIN
FOXWORTH
CLEGG

ORIGINAL FILED IN 66-2554-1475

EAT:JW

October 20, 1938

MEMORANDUM FOR THE DIRECTOR

Transmitted herewith is a Bureau Bulletin relative to the necessity for the immediate discontinuance of the practice of submitting incomplete and hastily prepared parole reports, which has been unanimously approved by the Executive Conference for submission to the field.

Those in attendance were Messrs. Tolson, Nathan, Glavin and E. A. Tamm.

Respectfully,
For the Conference

Clyde Tolson, Chairman

W. R. Glavin, Secretary

ORIGINAL FILED IN

RECORDED

66-2554-1476

INDEXED

FILED

U. S. DEPARTMENT OF JUSTICE

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NOV 1 1938

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NOV 1 1938

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 328,013
DATE 7/9/96 BY SP5C.10mS

WRG:atw

October 20, 1938

MEMORANDUM FOR THE DIRECTOR

The Conference consisting of Messrs. Tolson, Nathan, E. A. Tamm and Glavin considered a memorandum submitted by Mr. Crowl covering increased ventilating facilities and increased lighting facilities in the various offices presently assigned to this Bureau in this building.

The particular problem bringing up this matter was a request from Mr. E. A. Tamm that additional air vents be installed on the doors leading to the Stenographers' Pools in the Investigative Unit and also that a survey be made to see if lighting conditions in the Stenographers' rooms could not be bettered.

Mr. Glavin pointed out to the Conference that the building engineers are very much against cutting of additional vents due to the fact that they throw the whole circulating system off balance, thereby causing other rooms to be overheated.

Mr. Nathan points out with regard to lighting conditions, that increased lighting facilities will result in increased heat in the rooms.

The Conference unanimously recommends that a memorandum be addressed to the Department suggesting that a survey be made of both lighting and ventilating conditions in the various offices assigned to the Bureau on the basis of the Bureau as a whole here at the Seat of Government to definitely ascertain for once and for all what changes are necessary.

If you approve, there is attached hereto a memorandum addressed to Mr. Quinn in this regard.

Respectfully submitted,
FOR THE CONFERENCE

RECORDED

Clyde Tolson, Chairman

W. R. Glavin, Secretary

OCT 27 1938

DEPT. OF JUSTICE
OCT 27 1938
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ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323.013
DATE 7/9/90 BY SP5C/LMS

1855 B-1043

WRG:atw

October 20, 1938

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MEMORANDUM FOR THE DIRECTOR

The Conference consisting of Messrs. Tolson, Nathan, E. A. Tamm and Glavin, considered a suggestion submitted by SAC McLaughlin of the Huntington Office that that office be permitted to circularize the various police departments, constables, sheriffs and all banks in the Huntington, West Virginia Division with a 3x5 card bearing the telephone number of the Huntington Bureau Office. He points out that this policy has been followed by the State police and undoubtedly much work which should be reported to the Bureau is reported to the State police in view of the fact that the State police telephone number is always before the reporting officers.

The Conference pointed out that at the present time Identification Orders bearing the office telephone number are distributed to these officials and that Wanted Notices are distributed also and it is believed that with the information on hand through the receipt of these notices, the persons interested would have no difficulty in promptly and properly notifying the Bureau field office concerning any violations called to their attention should they desire to do so.

The Conference, therefore, recommends against this suggestion and if you approve, there is attached a communication which should go forward to Mr. McLaughlin.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson
Chairman

RECORDED

W. R. Glavin
Secretary

66-2554-1478

FEDERAL BUREAU OF INVESTIGATION

OCT 29 1938

U. S. DEPARTMENT OF JUSTICE

TOLSON FOUR

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 393,613
DATE 7/9/90 BY SP5C10M5

66-2554-1478

EAT:JW

October 20, 1938

MEMORANDUM FOR THE DIRECTOR

The Executive Conference has unanimously approved the attached Bureau Bulletin for issuance to the field. This Bureau Bulletin points out that everything possible should be done to develop and expand, rather than discourage, the fine cooperation rendered by banking institutions and other organizations through the placing of stop notices.

The Conference was attended by Messrs. Tolson, Nathan, Glavin, and E. A. Tamm.

Respectfully,
For the Conference

Clyde Tolson, Chairman

W. R. Glavin, Secretary

RECORDED

66-2554-1479

FILED

OCT 29 1938

U. S. DEPT. OF JUSTICE

TOLSON

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ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 333.013
DATE 7/9/90 BY SP5clpm/s

ORIGINAL FILED IN 66-2554-1479

EAT:JW

October 20, 1938

MEMORANDUM FOR THE DIRECTOR

The attached Bureau Bulletin has been unanimously approved by the Executive Conference for submission to the field. This Bulletin recommends that the Field Offices, in conducting investigations of individuals whose prints are on file, request the Bureau to furnish information concerning the former addresses and associates of those individuals, which information is contained in the fingerprint files of the Identification Division.

Messrs. Tolson, Nathan, Glavin and E. A. Tamm were in attendance.

Respectfully,
For the Conference

Clyde Tolson, Chairman

W. R. Glavin, Secretary

RECORDED

66-2554-1481
FEDERAL BUREAU OF INVESTIGATION
OCT 21 1938
U. S. DEPT. OF JUSTICE
TOLSON
GLAVIN
NATHAN
TAMM
EAT:JW

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 7/9/90 BY SPSC110MS

ORIGINAL FILED IN 66-1631-5824

KHG:ES

October 14, 1938

MEMORANDUM FOR THE DIRECTOR

The Executive Conference gave consideration to the suggestion which arose during the Supervisors' Conference that the typed initials of the Special Agents dictating letters to outside sources for the signature of the Special Agent in Charge not appear on the original of such communications.

The Conference believed that it was a matter of common business practice for subordinate personnel to prepare correspondence and their typed initials appear on the original of the correspondence to be signed by the head of the organization, or in this case the Special Agent in Charge. It was not believed that this practice was proving embarrassing in any way to the Bureau and as it was consistent with modern business practice, unfavorable recommendation was made. If this is approved, the report to this effect will be made orally at the next session of the Supervisors' Conference.

Those present were Messrs. E. A. Tamm, Nathan, Glavin and Clegg.

Respectfully submitted,
For the Conference

Clyde Tolson, Chairman

W. R. Glavin, Secretary

RECORDED

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 313,013
DATE 7/9/96 BY SP5C110MS

66-2554-1482

FILED	NOV 18 1938
U.S. DEPT. OF JUSTICE	
TOLSON	GLAVIN
CLEGG	FOLSON

ORIGINAL FILED IN 66-2554-1482

NRG:MTS

October 26, 1938

MEMORANDUM FOR THE DIRECTOR

The Conference, consisting of Messrs. Tolson, E. A. Tamm, Nathan, Clegg, and Glavin, considered a suggestion submitted by Mr. Tracy under date of October 17, 1938, which was brought to his attention by Special Agent W. D. Garvey at the time Mr. Tracy was in Butte, Montana.

Garvey suggested that the Bureau consider issuing instructions to all field offices that Special Agents in the field call their headquarters city by means of station to station calls rather than person to person calls and that all Agents and all field offices call local law enforcement officials station to station rather than person to person.

It was pointed out to the Conference that the matter of long distance telephone calls is discussed at every training school and retraining school, as well as at SAC conferences. It is believed that the practice of calling from station to station is being followed in the majority of field offices at the present time and it is not believed that a circularization in this regard is necessary at this time.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/9/90 BY SP5C/VPM/3

RECORDED
&
INDEXED

66-2554-1483

RECORDS SECTION OF INVESTIGATION

NOV 2 1938

TOLSON

FOUR

OFFICE

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ORIGINAL FILED IN 66-2554-277

EAT:JCR

October 27, 1938

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered a suggestion emanating with Supervisor Drayton that the Bureau maintain separate statistics under the headings of "Burglary" and "Attempted Burglary."

It is pointed out in the "Attempted Burglary" cases that virtually nothing is available upon which to predicate an investigation and in view of the fact that in an "Attempted Burglary" a successful prosecution is seldom authorized even if the perpetrators could be identified, the case is closed at a comparatively early stage. The objection to including the "Attempted Burglaries" in the statistics with "Burglaries" is that the number of unsolved cases of all "Burglary Attempts" when grouped under one heading will be out of proportion to the number of cases which have been investigated.

For this reason the Conference is of the opinion that "Attempted Bank Burglaries" should be carried as such under a separate heading entirely apart from the "Burglary" statistics.

Those attending the Conference were Messrs. Nathan, Tolson, Clegg, Glavin, E. A. Tamm.

Respectfully,
For the Conference

Clyde Tolson, Chairman

W. H. Glavin, Secretary

RECORDED

66-2554-1484

NOV 3 1938

U. S. DEPT. OF JUSTICE

TOLSON

W. H. GLAVIN

W. A. RORER

W. J. HARBO

W. J. CLEGG

W. J. NICHOLS

W. J. TRACY

W. J. GANDY

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323413
DATE 3/9/90 BY SP5C10ms

ORIGINAL FILED IN 91-07-105

Mr. Tolson _____
Mr. Nathan _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Crowl _____
Mr. Egan _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Harbo _____
Mr. Lester _____
Mr. McIntire _____
Mr. Nichols _____
Mr. Tracy _____
Miss Gandy _____

EAT:JCR

October 1, 1938

MEMORANDUM FOR THE DIRECTOR

The Conference considered a suggestion submitted by Special Agent J. H. Ziegler, Jr., in a letter dated September 12, 1938, that the Bureau prepare a form and distribute it to all field offices which form would be intended to be placed in the top of each file and constitute a register of stop notices, wanted notices, or flashes placed with any outside agency in connection with each case.

The Conference feels the adoption of this form would constitute a step towards a return to the "docket sheet" maintained in each investigative file which was abandoned some years ago for the reason that the labor and time necessary to maintain such a sheet was not compensated adequately by the benefit accruing from the use of the sheet. The Conference further feels that Bureau regulations to the effect that appropriate stop notices, wanted notices and flashes in investigative files should be canceled when the necessity for the existence of these notices has served their purpose, are sufficient from an administrative view point, because the Agents in Charge may follow what they consider the simplest and most practical method of carrying out these instructions.

The Conference believes that the adoption of such a sheet would add to the administrative operation of each office another clerical detail which would not be particularly valuable from the practical results accruing from its use.

It is pointed out that at the present time an index of wanted notices is maintained which would appear to constitute a proper check on the cancellation of wanted notices.

A letter is being addressed to Agent Ziegler thanking him for his courtesy in furnishing the Bureau with this suggestion and advising him of the Bureau's reaction.

Those attending the Conference were Messrs. Tolson, Glavin, Clegg, Q. Tamm and E. A. Tamm.

RECORDED

Respectfully,
For the Conference

W. R. Glavin, Secretary

Clyde Tolson, Chairman

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 33,013
DATE 7/9/90 BY SP5C/LOMS

ORIGINAL FILED IN

FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE

WASHINGTON, D.C.

WRG:atw

October 20, 1938

MEMORANDUM FOR THE DIRECTOR

The Conference, consisting of Messrs. Tolson, Nathan, E. A. Tamm and Glavin, considered a suggestion submitted by O. George Medler of the Files Section wherein he suggests that index cards covering conventions, commendations, tours, Department applicants and impersonation cases as such be no longer maintained.

Mr. Laughlin in reporting on this suggestion points out that at the present time index cards are made on conventions, commendations, tours, and Departmental applicants and files under that general heading. In addition to indexing the word "convention" the particular name of the convention involved is also indexed, a card made and files in its proper alphabetical place. The same is true on commendations, tours and Departmental applicants.

It is the recommendation of the Conference that these general index cards be discontinued inasmuch as they serve no useful purpose. With reference to the discontinuance of impersonation index cards as such, Mr. Laughlin points out that the present practice is to index the name of the individual who is suspected of impersonation and also index the title of the Governmental official which he impersonated. As a consequence, the card index section is full of such titles as Department of Justice employee, Treasury Department employee and other general titles which have no particular significance.

Mr. Laughlin recommends that the impersonation index be continued inasmuch as it appears that on occasion, it might be possible to identify two or three different impersonation cases as applying to the same individual through the fact that the same title was used. This information as contained in the Searching Unit of the Files Section might be of considerable value to the Supervisor of impersonation cases since it would provide him with information so that he could draw related files and determine whether or not the individuals mentioned therein were one and the same.

The Conference is of the opinion that the general index impersonation cards be discontinued in the future with the exception

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 393,013
DATE 7/9/90 BY SP5cl/pms

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NOV 24 1938
TOLSON
FOUR
PARKER

October 20, 1938

of those cases wherein the subjects are carried as unknown subjects.

If the Conference recommendations are approved, appropriate notification will be given the Files Section and Mr. Medler will be advised of the final action taken relative to his suggestions.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson
Chairman

Notation: OK. H.

W. R. Glavin
Secretary.

HHC:MM

October 25, 1938

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered a suggestion of Special Agent A. G. Berens that the officers attending the FBI National Police Academy be taught the proper procedure in reloading cartridge cases since it is believed that a large number of police departments today are using reloading processes in view of the fact that it makes ammunition more economical.

Mr. Baughman has expressed the opinion that he did not believe this would be wise as there was an element of danger in loading the cartridge cases.

Mr. Wily expressed the opinion that the average policeman is not mechanically inclined and therefore would not be capable of grasping the instruction.

Mr. Tamm agrees with the opinion of Mr. Baughman and Mr. Wily. Mr. Tolson, Mr. Glavin and Mr. Clegg expressed the opinion that a vast majority of police departments today were actually reloading cartridge cases. If there is danger in this procedure those attending the Police Academy, who in many instances would be in charge of firearms training, should be taught how to reduce this danger to a minimum and those departments which are not yet using this more economical system of obtaining ammunition should be instructed in the Bureau's Police Academy as to the proper mechanical procedure.

In the event the majority opinion of the Conference is approved, Mr. Hendon, who transmitted Mr. Berens suggestion, is being advised accordingly.

Those present were Messrs. Tolson, Glavin, E. A. Tamm and Clegg.

Respectfully,
For the Conference

RECORDED

Clyde Tolson
Chairman

E. A. Glavin
Secretary

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 303,013
DATE 7/9/90 BY SP5CJ/oms

cc: Mr. Glavin

1-4-38-211

66-25154-1487
INVESTIGATION
OCT 26 1938
FBI
E. A. Glavin
Secretary

October 25, 1938

MEMORANDUM FOR THE DIRECTOR

0
The Executive Conference considered the attached memorandum prepared by Mr. Mince, outlining the program of training provided in the Municipal Training Schools in New York State. These courses of training are provided jointly by the Advisory Council for Police Training, representing the New York State Conference of Mayors and Other Municipal Officials, by the New York State Police Chiefs' Association and the New York State School for Police. A sample certificate of completion or diploma bears the names of these and other cooperating organizations and is signed by A. B. Moore of the New York State Police as Director of the New York State School for Police. It is also signed by the President of the New York State Conference of Mayors, the President of the New York State Police Chiefs' Association and is likewise countersigned by the Chief of Police in the town where the particular school is held.

In those cities where the Bureau has graduates of the Police Academy located, the Bureau has been rendering assistance in the conduct of these schools; in fact, the assistance in these places has quite naturally been more substantial than that rendered by A. B. Moore who, as Director of the New York State School for Police, is apparently required to participate in the program. The Bureau has aided in such schools at Hornell, New York, where the school was under the direct supervision of Chief Travis and at Glens Falls, New York, where the school was under the direct supervision of Chief Culver, both Travis and Culver being graduates of the Police Academy.

It was Mr. Mince's thought that the Bureau might have its name included on the certificate as one of the cooperating agencies or in some other way gain due recognition for the services rendered by citing the cooperation on the diploma. The Executive Conference, however, unanimously felt that the appearance of the Bureau's name or the signature of the Director on these diplomas would be lending an endorsement or sponsorship to these schools which the Bureau could not afford to render and would also be indicative of such an endorsement of the schools that they might be considered as competitive to the FBI National Police Academy. For these reasons, it was felt that no notation should appear on the diplomas concerning the Bureau's participation.

RECORDED

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ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 333,013
DATE 7/9/90 BY SP5C110ms

FEDERAL BUREAU OF INVESTIGATION

100-14878
TOLSON NOV 16 1938
U. S. DEPT. OF JUSTICE
RECEIVED

ORIGINAL FILED IN 100-14878

10-25-38.

It was further recommended by the Executive Conference that the Bureau not participate in any school where A. B. Moore is a participant in the State of New York, except in those schools being run primarily by graduates of the FBI National Police Academy. It should be noted that Chief Culver at Glens Falls, for example, dislikes Moore and did not want him on the program but was required to accept him in order that his school could gain the recognition which the State Bureau of Education gives the police schools operated in that State. The State Bureau of Education in New York has outlined an eighty hour curriculum for qualifying police officers in that State and Moore is one of the cooperating officials in this general training project.

The Executive Conference also considered the training school being operated by Police Graduate Thalacker in Rochester County, New York. The same State organizations which are sponsoring other schools in New York State have given recognition to this school operated privately for regularly constituted law enforcement officers by Thalacker. The inquiry was made as to whether the Director would be agreeable to signing the diplomas issued by Thalacker or whether the name of the Bureau should be listed on the diploma as one of the cooperating agencies, and for the same reasons above cited, the Executive Conference recommended unfavorably.

If the action of the Executive Conference is approved, letters are being addressed to Mr. Minco and to the New York office, accordingly.

Respectfully,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

cc-Mr. Glavin

EAT:JW

October 28, 1938

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, consisting of Messrs.

12 Tolson, Nathan, Glavin and E. A. Tamm, has unanimously approved for submission to the field the attached Bureau Bulletin concerning the necessity for proper dissemination, among the various Field Offices, of descriptive data in regard to bank robbers and the investigation of bank robbery cases.

Respectfully,
For the Conference

Clyde Tolson, Chairman

W. R. Glavin, Secretary

De-indexed
this serial only
10/14/57 #39

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 393,013
DATE 7/9/96 BY SP5C/10mS

ORIGINAL FILED IN 91-1-3451

66-2554-1488

NOV 2 1938

RECORDED
INDEXED
FEDERAL BUREAU OF INVESTIGATION
U. S. DEPARTMENT OF JUSTICE
TOLSON
BAIRD
FOUR

HM:CSH

November 8, 1938

MEMORANDUM FOR THE DIRECTOR

At an Executives Conference held this morning, Messrs. Tolson, Clegg, Foxworth, Glavin, Quinn Tamm and Nathan being present, consideration was given to the suggestion of SAC Stein to the effect when criminal records are found in connection with applicant prints sent in by National Banks, members of the Federal Reserve System, or those covered by the Federal Deposit Insurance Corporation, copies of the records be forwarded to the field offices covering these banks.

The Conference was unanimously of the opinion that this would be undesirable, inasmuch as it would serve to encumber field office files with material which would be referred to very rarely and which would be of no particular, outstanding efficacy when reference was made thereto. A letter to Stein is attached.

Respectfully,
For the Conference,

Clyde Tolson, Chairman

W. R. Glavin, Secretary

Mr. Tolson _____
Mr. Nathan _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Crowl _____
Mr. Egan _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Harbo _____
Mr. Lester _____
Mr. McIntire _____
Mr. Nichols _____
Mr. Tracy _____
Miss Gandy _____

RECORDED
&
INDEXED

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,018
DATE 7/9/90 BY SP5C/L/DMS

ORIGINAL FILED IN 32-17796-171

66-2554-1489

NOV 10 1938
TOLSON
ALLEN
FBI
RECEIVED
GARY

EAT:JW

November 2, 1938

MEMORANDUM FOR THE DIRECTOR

Re: MATTNAP

One

The Executive Conference has unanimously approved for issuance to the Field the attached Bureau Bulletin concerning the importance of exercising the most careful discretion in conducting investigations wherein data relative to the manner of the preparation of ransom notes in this case might become known or information made public concerning the type of soil found on the victim's body.

Those in attendance were Messrs. Tolson, Nathan, Glavin and E. A. Tamm.

Respectfully,
For the Conference,

Clyde Tolson, Chairman.

W. R. Glavin, Secretary.

Charles M. Nathan

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/9/90 BY SP5CJ/MS

RECORDED
&
INDEXED

66-2554-1490

NOV 10 1938
U.S. DEPT. OF JUSTICE
RECEIVED

ORIGINAL FILED IN 66-2554-1490

PEF:DM

November 10, 1938

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, being composed of Messrs. Tolson, Nathan, L. Tamm, Glavin and Foxworth considered the suggestion of Supervisor Arthur Cornelius, Jr., to the effect that when photographs of individuals are placed in a file in the field office, the appropriate index cards be prepared reflecting the name of the subject and the fact that a photograph is available in the field office. It was pointed out that oftentimes the field offices were in possession of photographs of which they were unaware.

The conference was unanimously in favor of the adoption of this suggestion. There is attached a bulletin to the field instructing that the names of individuals whose photographs are contained in the files be indexed.

Respectfully,
For the Conference

Clyde Tolson, Chairman

W. R. Glavin, Secretary

RECORDED

66-2554-1490X
FEDERAL BUREAU OF INVESTIGATION

DEC 14 1938

U. S. DEPARTMENT OF JUSTICE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 7/9/90 BY SP5C110m3

ORIGINAL FILED IN 66-4926-16X1

C O P Y (gmr)

WRG:ECW

FEDERAL BUREAU OF INVESTIGATION

WASHINGTON, D. C.

November 12, 1938

MEMORANDUM FOR THE DIRECTOR

79 The Executive Conference consisting of Messrs. Tolson, Nathan, Clegg, Quinn Tamm, Foxworth and Glavin considered a memorandum submitted by Mr. Crowl, relative to its previous decision that old Bertillon records now maintained in the Identification Division be placed in dead storage.

It was pointed out to the conference that we have dead storage space at 17th and L Streets and the suggestion was made that these old records, including records also maintained in the supply division in the basement be appropriately boxed and strapped with steel straps and stored in our storage basement at 17th and L Streets. The conference unanimously recommends that this be done.

If you approve, appropriate instructions will immediately be issued to the Chief Clerk in this regard.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

RECORDED
&
INDEXED

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/9/90 BY SP5C10MS

66-2554-1491

FEDERAL BUREAU OF INVESTIGATION	
NOV 16 1938	
U. S. DEPARTMENT OF JUSTICE	
TOLSON	NATHAN
DEPT. CLERK	FOODS
IDENT. UNIT	

EAT:EE
62-122

November 10, 1938

MEMORANDUM FOR THE DIRECTOR

The Conference considered the letter of SAC R. C. Coulter, dated October 12, 1938, at Des Moines, wherein he desired an expression from the Bureau whether it is desired that the fugitives listed in the FBI Law Enforcement Bulletin be indexed by each field office.

The Conference does not consider it necessary to index all of the Bureau fugitives listed in the law enforcement bulletin for the reason that so many of them are made the subjects of Identification Orders, Interoffice Bulletins or investigative report fugitives, which are recorded, and the field offices have information concerning the majority of the fugitives so wanted.

It is further felt since the FBI Law Enforcement Bulletin is issued only once a month, in case of an inquiry of a field office, the field office would have to in turn inquire from the Bureau telegraphically as to whether the fugitive is still wanted and for this reason it is not considered necessary or practical to index all of the persons listed as Bureau Fugitives in the FBI Law Enforcement Bulletin.

A letter is being forwarded to Mr. Coulter setting forth the Bureau's views in this matter.

Those attending the conference were Messrs. Tolson, Clegg, Glavin, and E. A. Tamm.

Respectfully,
For the Conference

Clyde Tolson, Chairman

W. R. Glavin, Secretary

RECORDED
&
INDEXED

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/9/90 BY SP5C/LDM/S

Mr. Tolson _____
Mr. Nathan _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Crowl _____
Mr. Egan _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Harbo _____
Mr. Lester _____
Mr. McIntire _____
Mr. Nichols _____
Mr. Tracy _____
Miss Gandy _____

66-2554-1492
NOV 15 1938
FUG. SUPT.
IDENT UNIT

EAT:JCR

October 25, 1938

MEMORANDUM FOR THE DIRECTOR

The Executive Conference with Messrs. Tolson, Clegg, Glavin, Tamm, in attendance, considered a question raised by Mr. Tamm as to whether the Bureau should require or expect State Court Authorities to pay the expenses of Bureau Agents subpoenaed to testify concerning the results of an official Bureau investigation in those cases in which the subjects of the cases are being prosecuted in State Court. It was pointed out that on some occasions an Agent may be, because of transfer or other official business, in a section of the country far removed from the district in which the State Court subpoena is issued and if the Bureau requires the State Authorities to pay the Agent's traveling expenses, we may encounter situations in which a man does not have sufficient money available to travel from his post of duty to the place of the trial.

A specific instance of this kind arose in the past few days in which Special Agent G. H. Franklin of the El Paso Office was required to testify in the State Courts of Nebraska and did not have sufficient funds to make this trip.

Consideration was given to the fact that if a man is removed from the Bureau's payroll effective at the time he departs from his official post of duty to proceed to a State Court trial and is replaced on the payroll when he returns to his post of duty the transaction encompasses a number of necessary clerical functions in Washington with reference to memoranda submitted to the Department concerning payroll changes and a complication in the submission of expense vouchers.

RECORDED

The question was raised as to whether the Bureau could legally pay the Agent's expenses in connection with his travel on a subpoena to testify in a State Court in a case which has been officially investigated by the Bureau, and the Conference was advised that the Bureau could legally utilize its appropriation for this purpose.

The Executive Conference pointed out that the Bureau attempts at all times to set a high standard of performance in the affording of complete cooperation to all State and local law enforcement officers, Courts and district attorneys and it is felt

Memo. for Director, Page 2.

October 25, 1938

that wherever the Bureau is in possession of information which is of value to the State prosecution of a particular case and in which the testimony of the United States Government would not be in jeopardy by testifying in State Court, then Bureau Agents should be authorized to perform such travel as is necessary and appear in connection with the State Court trial and that such expense and cost should be paid by the Bureau.

The Conference recommends that hereafter Special Agents be authorized to testify in those cases in which Special Agents have investigated the case to be tried in State Court, without cost to the State Government, provided the United States Attorney, having jurisdiction for Federal prosecution, has no objection to the giving or affording of this testimony.

Respectfully,
For the Conference

Clyde Tolson, Chairman

W. R. Glavin, Secretary.

EAT:JCR

October 25, 1938

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered the suggestion contained in a letter from the Miami Office dated October 14, 1938, that the code word "adbondaplarat" or similar word for the phrase "Advise amount of bond and date and place returnable", be used in telegrams, which suggestion was made by Miss Ruth Duay, Stenographer.

In view of the reduced rates which we receive for the transmittal of telegrams, the amount of saving which would ensue from the use of the code word suggested would be very small and the possibility of error occurring in any telegram where a code word is used is so high on a comparative basis as to account for better than average possibility of error with the result that when these two factors are combined it is the opinion of the Conference that the savings from the use of the code word would not offset the potential danger of errors occurring in the telegrams, for which reason the Conference is opposed to the adoption of this suggestion.

Those attending were Messrs. Tolson, Clegg, Glavin, and E. A. Tamm.

A letter has been addressed to Miss Duay advising her of the Bureau's attitude towards this suggestion.

Respectfully,
For the Conference

Glyde Tolson, Chairman

E. R. Glavin, Secretary

RECORDED

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/9/90 BY SP5C/10m3

66-2554-1494

INDEXED	FILED
OCT 26 1938	
FEDERAL BUREAU OF INVESTIGATION	
U. S. DEPARTMENT OF JUSTICE	
TOLSON	GLAVIN
WATSON	NEASE
TRACY	COUGHLIN
QUINN	ROSEN
WHELAN	WILLIAMS
WYATT	YERGEN

ORIGINAL FILED IN 66-2554-1494

November 12, 1938

MEMORANDUM FOR THE DIRECTOR

⁰
The Executive Conference consisting of Messrs. Tolson, Nathan, Clegg, Quinn Tamm, Foxworth and Glavin considered a suggestion submitted by Paul G. Travers, tour leader, that a "Wanted Men" drawer be placed next to the "Notorious Criminals" drawer in the Technical Section of the Identification Division. Travers points out that if something of this nature could be arranged, great interest could be created and an excellent opportunity to show the public a few of the men wanted by the Bureau would be available. He further points out that having these two drawers next to each other would be quite dramatic in showing the pictures of criminals now wanted and the criminals who have been apprehended and punished.

The conference unanimously recommends against the adoption of this suggestion, it being pointed out that the Bureau has a great number of fugitives at the present time and no useful purpose would be met by setting up such a file.

There is attached hereto a communication to Mr. Travers concerning this matter.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Mr. Tolson
Mr. Nathan
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Crowl
Mr. Dawsey
Mr. Egan
Mr. Foxworth
Mr. Glavin
Mr. Harbo
Mr. Lester
Mr. McIntire
Mr. Nichols
Mr. Quinn Tamm
Mr. Tracy
Miss Gandy

RECORDED

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/9/90 BY SP5C/1PMS

66-2554-1495

FEDERAL BUREAU OF INVESTIGATION

NOV 16 1938

U. S. DEPT. OF JUSTICE

TOLSON

FOUR

100-100000

WRG:DLS

November 12, 1938

MEMORANDUM FOR THE DIRECTOR

The Executive Conference consisting of Messrs. Tolson, Nathan, Clegg, Quinn Tamm, Foxworth and Glavin considered suggestions submitted by Carl W. Spillers, Clerk in the Files Section, concerning identifications made from the National Stolen Property File. Mr. Spillers pointed out in his suggestion that no separate file is maintained which will reflect collective information on recoveries and identifications made through the National Stolen Property File, and he suggests that such a file be maintained. Mr. Laughlin concurs in this suggestion.

The Conference was of the unanimous opinion that some record should be made of all identifications made from a search through the National Stolen Property File and recommends that in the regular submission of National Stolen Property File Reports that there be appended thereto the number, kind and type of identifications made by searches through this file.

The Conference does not believe that it is necessary to set out an attendant index card file of recoveries.

If you approve, there is attached hereto a memorandum to Mr. Laughlin concerning this matter and there is also attached a communication addressed to Mr. Spillers thanking him for his suggestion.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 353,013
DATE 7/9/90 BY SP5C/10MS

RECORDED

66-2554-1496

FEDERAL BUREAU OF INVESTIGATION
NOV 16 1938
U. S. DEPARTMENT OF JUSTICE

TOLSON
THE CLERK
RECEIVED
NOV 16 1938

ORIGINAL FILED BY 87-0-536

NRG:ECW:MAI

November 12, 1938

MEMORANDUM FOR THE DIRECTOR

The Executive Conference consisting of Messrs. Tolson, Nathan, Clegg, Quinn Tamm, Foxworth and Glavin considered a proposed bulletin to the Field covering the charging of leave to night clerks in the various field offices.

It was pointed out to the Conference by Mr. Glavin that there had been lack of uniformity in charging of such leave and this bulletin is for the purpose of seeing that uniform procedure is followed in the field and that night employees be charged no more than regular day employees when taking either sick or annual leave.

The Conference approves the issuing of the bulletin in question.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson
Chairman

N. R. Glavin
Secretary

Mr. Tolson
Mr. Nathan
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Crowl
Mr. Dawsey
Mr. Egan
Mr. Foxworth
Mr. Glavin
Mr. Harbo
Mr. Lester
Mr. McIntire
Mr. Nichols
Mr. Quinn Tamm
Mr. Tracy
Miss Gandy

RECORDED

66-2554-1497
FEDERAL BUREAU OF INVESTIGATION

NOV 15 1938

U. S. DEPARTMENT OF JUSTICE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/9/90 BY SP5C/10MS

TOLSON
CHIEF OF BUREAU
NEASE
SPECIAL AGENT

November 12, 1938

MEMORANDUM FOR THE DIRECTOR

The Executive Conference consisting of Messrs. Tolson, Nathan, Clegg, Quinn Tamm, Foxworth and Glavin, considered the suggestion submitted by Mr. Crowl that Section 105 of the Manual of Rules and Regulations pertaining to leave be amended to authorize the field to transfer with the field personnel file and leave card and firearms record, the leave slips reflecting leave taken during the current year.

It was pointed out to the conference that if this is done considerable time will be saved in balancing leave taken with the Seat of Government at the end of each calendar year.

It was further pointed out to the conference that should such leave slips be transferred with field personnel files, they may be destroyed after the leave records have been balanced for the current year.

The conference approves this amendment.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson,
Chairman

W. R. Glavin
Secretary

Mr. Tolson
Mr. Nathan
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Crowl
Mr. Dawsey
Mr. Egan
Mr. Foxworth
Mr. Glavin
Mr. Harbo
Mr. Lester
Mr. McIntire
Mr. Nichols
Mr. Quinn Tamm
Mr. Tracy
Miss Gandy

RECORDED

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 333,613
DATE 7/9/90 BY SP5C/Loms

66-2554-1497X

FEDERAL BUREAU OF INVESTIGATION
MAR 14 1939
U. S. DEPARTMENT OF JUSTICE

WILSON
TAMM
FOUR

ORIGINAL FILED IN 66-2554-1497X

EAT:EE

November 10, 1938

MEMORANDUM FOR THE DIRECTOR

⁰
The Executive Conference considered the suggestion of Supervisor J. E. Lawler that regular mail be dated one day in advance of its preparation in order to cut down the number of runs to be made by the various messengers and to avoid confusion in the handling of signature mail.

The Conference is of the opinion that it is desirable to maintain the Bureau's policy of attempting to make immediate responses to all incoming communications and other matters requiring attention and believes that the dating of all letters a day in advance of the date upon which they are prepared would constitute a substantial letdown in the procedure which the Bureau attempts to maintain in the handling of signature mail, for which reason it is not believed desirable to consider the adoption of this suggestion at this time.

Those attending the Conference were Messrs. Tolson, Clegg, Glavin, and E. A. Tamm.

A letter is being addressed to Mr. Lawler in appreciation of this suggestion.

Respectfully,
For the Conference

Clyde Tolson, Chairman

Mr. Tolson _____
Mr. Nathan _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Crowl _____
Mr. Egan _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Harbo _____
Mr. Lester _____
Mr. McIntire _____
Mr. Nichols _____
Mr. Tracy _____
Miss Gandy _____

RECORDED

W. R. Glavin, Secretary
FEDERAL BUREAU OF INVESTIGATION

NOV 16 1938

U. S. DEPARTMENT OF JUSTICE
TOLSON
CLERK
ONE
Miss Gandy

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 7/9/90 BY SP5C110MS

WRG:UAL

November 12, 1938

MEMORANDUM FOR THE DIRECTOR

The Executive Conference consisting of Messrs: Tolson, Nathan, Clegg, Quinn Tamm, Foxworth and Glavin considered the matter of having representatives of the National Police Academy examined at the United States Naval Hospital, shortly after each session convened.

The Conference was advised by Mr. Glavin that the suggestion had been made by Robert H. Burkart, Chief Clerk's Office, that it had been discussed with Dr. R. R. Gasser of the Naval Hospital who stated that he would be pleased to afford these examinations. Inasmuch as there is no cost to the Bureau at the present time the Conference unanimously recommends that examinations be held with the beginning of the next session of the National Police Academy, January of next year.

A communication is attached hereto thanking Burkart for submitting this suggestion.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

RECORDED

66-2554-1499
FEDERAL BUREAU OF INVESTIGATION
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ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/9/96 BY SP5C110ms

Mr. Tolson
Mr. Nathan
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Crowl
Mr. Dawsey
Mr. Egan
Mr. Foxworth
Mr. Glavin
Mr. Harbo
Mr. Lester
Mr. McIntire
Mr. Nichols
Mr. Quinn Tamm
Mr. Tracy
Miss Gandy

ORIGINAL FILED IN

C O P Y (gmr)

FEDERAL BUREAU OF INVESTIGATION

WRG:ECW:MAL

WASHINGTON? D. C.

November 12, 1938

MEMORANDUM FOR THE DIRECTOR.

The Executive Conference consisting of Messrs: Tolson, Nathan, Clegg, Quinn Tamm, Foxworth and Glavin considered the suggestion submitted by Paul G. Travers that the tour office be furnished with the manuals of each of the sections wherein tours are conducted, that if the tour office had accomplished certain sections' manuals, it would be an excellent opportunity for the tour leaders to keep abreast of the functions of each section and would undoubtedly place the tour leader in a most favorable position to answer questions asked by the public concerning the work of each section.

It was pointed out to the Conference by Mr. Glavin that the various tour leaders, in the performance of their duties, study the functions of the various sections of the Bureau so that they can answer all questions as asked of a routine nature.

The Conference approves the issuance of manuals for the various sections of the Identification Division to be maintained in the tour office for review by the various tour leaders in the performance of their duties.

There is attached hereto a communication addressed to Mr. Travers concerning his suggestion.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

RECORDED

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 7/9/96 BY SP5C110MS

66-2554-1500
FEDERAL BUREAU OF INVESTIGATION
NOV 17 1938
U. S. DEPARTMENT OF JUSTICE
TOLSON
FOUR
ENCLOSURE

ORIGINAL FILED 66-2554-1500-435

HHC:BG

November 8, 1938

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered the previously submitted suggestions and recommendations concerning the kidnap training school and recommended that two schools be held, one from December 1st to December 10th and the second from December 11th to December 20th. The following recommendations are made:

- (1) For training as Inspector or Special Agent in Charge:

E. J. Connelley
M. E. Gurnea
SAC Dwight Brantley
SAC D. M. Ladd

It is believed that Mr. Connelley and Mr. Gurnea should be present at both schools as instructors, Mr. Brantley to attend the first school and Mr. Ladd the second.

- (2) For training as administrative officer:

First School - SAC V. E. Peterson, Boston
SAC J. E. Bugas, Detroit

Second School - SAC A. P. Kitchin, Newark
SA E. J. Wynn, Indianapolis

- (3) For training as "inside man", that is, the man to be inside the office:

First School - SA C. E. Weeks, New Orleans
SA W. S. Davereaux, Cleveland

Second School - SA L. F. Malone, Newark
SA C. F. Lamm, New York

RECORDED

NOV 18 1938

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 7/9/90 BY SP5CJL/M3

66-2534-1501
FEDERAL BUREAU OF INVESTIGATION
U. S. DEPT. OF JUSTICE
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NOV 18 1938
U. S. DEPT. OF JUSTICE
RECEIVED
NOV 18 1938

ORIGINAL FILED IN 1-34

11-8-38.

- (4) For training as reporting agents who are to consolidate the information and submit it in proper report form:

First School - SA J. F. Pryor, New York
SA J. B. Little, New York
SA G. B. Morris, St. Louis
SA H. J. Cronin, New York

Second School - SA Jerome Doyle, New York
SA W. B. Dillon, Washington Field
SA W. H. McCabe, Crime Records Division

- (5) For training as equipment men - (a) general equipment:

First School - SA L. V. Boardman, Kansas City
SA E. N. Notestein, St. Paul

Second School - SA J. S. Bush, St. Louis
SA R. H. Simons, Los Angeles

(b) sound equipment:

First School - SA R. F. Pfaffman, Technical Laboratory
SA V. I. Parry, Los Angeles
SA R. L. Fagan, Atlanta

Second School - SA W. L. Thompson, Atlanta
SA J. W. Ransom, New York

The sound equipment men are to remain in Washington for two additional days' training in handling this equipment after the regular kidnap school.

- (6) Technical Laboratory men:

First School - SA E. G. Blackburn
SA L. W. Conrad

Second School - SA E. R. Donaldson

11-8-38.

(7) The following were recommended as Special Agents to attend the two schools, fifty percent to be in each school, and half of the so-called "Mattson Squad" and half of the so-called "Levine Squad" to be present at each school:

Mattson Squad

F. S. Bailey
H. S. Boone
C. G. Campbell
F. M. Clifford
L. K. Cook
F. C. Dorwart
M. C. Falkner
J. G. Fellner
R. L. Flanders
W. H. Heywood
R. H. Klett
S. B. Landrum
A. J. Lemaire
H. W. Meekins
G. A. Nicholson
E. M. O'Donnell
R. E. Peterson
J. B. Poster
A. S. Reader
J. R. Ruggles
W. C. Ryan
H. C. Spear
T. G. Tillman
F. L. Welch
G. H. Willis

Levine Squad

R. J. Abbaticchio
J. V. Anderson
W. J. Birthright
E. D. Bundy
J. A. Gimpelman
V. E. Griss
H. J. Cronin
B. H. Cunningham
J. Doyle
W. B. Foard
C. F. Laman
C. A. Mahan
J. H. McGrath
H. H. McKee
J. M. McInerney
J. V. Murphy
S. E. Pryor
W. M. Sirens
C. E. Smith
F. L. Ward
E. J. Wynn
J. B. Dickerson
J. W. Ransom

Other Agents

R. E. Hawby, Washington Field
H. E. Plaxico, New York
H. B. Dill, Salt Lake City
D. S. Hostetter, Seattle
J. L. Madala, Newark
D. P. Sullivan, El Paso
A. P. Barber, Cleveland
K. D. Deaderick, Portland
L. W. Arns, Newark
C. A. Whitten, Birmingham
A. G. Berens, St. Paul
J. T. Coulter, Supervisor, Div. 1

L. A. Ducommun, Denver
W. H. Espey, Cleveland
H. M. Hirsch, Milwaukee
Leon Levin, New York
H. E. Morley, Little Rock
A. J. Norstrom, Portland
G. A. Stevens, Oklahoma City
J. E. Thornton, Huntington
R. C. Vogel, Des Moines
M. D. Fills, Louisville

11-8-38.

(3) Mr. Clark, photographer, is to be present at one of the schools.

In the event the above are approved, the Chief Clerk's office will prepare the necessary instructions, ordering those designated for particular schools to report on the proper dates and dividing the Mattson and Levine squads into two equal groups, as well as dividing the other Agents into two equal groups for attendance at these two schools.

It is likewise recommended that during the course of one of these schools ten male stenographers who are believed to be qualified be instructed to proceed to Washington for the purpose of receiving training during such portion of this school as is necessary to definitely learn the type of work which they should perform. The names of these stenographers, if this is approved, will be furnished in a separate memorandum.

The program of training is suggested as follows:

Address	The Director
Including attitude and conduct of men; relationship with local officers,	2 hours
Arrests; handcuffing and chaining prisoners; guarding prisoners; detaining prisoners in detention rooms; handling prisoners in cities, rural areas and woods; moving picture "The Technique and Mechanics of Arrest and Search of Person;" actual practice in gymnasium and detention rooms of these matters. - One day plus one hour each day in gymnasium	Mr. Gurnea Mr. Goudge Mr. Connelley
Searches of Person with actual practice - 4 hours	Mr. Gurnea Mr. Goudge Mr. Connelley
Searches of Places with actual practice - 12 hours	Mr. Gurnea Mr. Goudge Mr. Connelley Mr. Hince Mr. Glegg
Administration and reporting with actual set-ups and practice sessions devised - 7 hours	Mr. Glegg Mr. Gurnea Mr. Connelley

Memo. for Director.

-5-

11-8-38.

Activities of the detail assigned to the
kidnap victim's home - 3 hours

W. K. McKee
Mr. Ryan
Mr. Simons
Mr. Gurnea
Mr. Connelley

The uses of sound equipment - 4 hours

Mr. Conrad
Mr. Ransom
Mr. Pfaffen
Mr. Coffey

Detailed sound equipment instruction by
the sound experts - 2 days (This training
to be provided solely for the sound
equipment staff for two days after the
regular class has finished.)

Mr. Conrad
Mr. Ransom
Mr. Pfaffen
Mr. Coffey

Caring for, availability, handling and
assignment of equipment - 3 hours

Mr. Gurnea
Mr. Goudge
Mr. Glegg

Surveillance and plants - 7 hours

Mr. Gurnea
Mr. Tamm
Mr. Hince
Mr. Connelley

Descriptions of Persons - 1 hour

Mr. Hince

Actual kidnap practice cases with performance
of practical work, including interviews -
2 days

Mr. Gurnea
Mr. Connelley
Mr. Glegg
Mr. Hince

Mr. Glegg to preside at all sessions and to keep
discussion along practical lines and to summarize
the points developed in each subject.

Respectfully,
FOR THE CONFERENCE

Clyde Tolson,
Chairman.

T. R. Glavin,
Secretary.

cc-Mr. Glavin

November 12, 1938

MEMORANDUM FOR THE DIRECTOR

The Executive Conference consisting of Messrs. Tolson, Nathan, Clegg, Quinn Tamm, Foxworth and Glavin considered a memorandum submitted by Mr. Coffey to Mr. Nathan wherein he advises that range finders used on the Reconar cameras for experimental purposes have been found to greatly improve the camera and make it much easier to use.

Mr. Coffey recommends that when new Reconar cameras are purchased that they be equipped with these range finders.

The conference is in agreement with this suggestion inasmuch as the range finder is an inexpensive accessory and can be easily fitted to the camera.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Mr. Tolson
Mr. Nathan
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Crowl
Mr. Dawsey
Mr. Egan
Mr. Foxworth
Mr. Glavin
Mr. Harbo
Mr. Lester
Mr. McIntire
Mr. Nichols
Mr. Quinn Tamm
Mr. Tracy
Miss Gandy

LENOL L

RECORDED

66-2554-1502

FEDERAL BUREAU OF INVESTIGATION

NOV 17 1938

U. S. DEPARTMENT OF JUSTICE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/9/90 BY SP5/clms

ORIGINAL FILED IN 80-1-302

RBC:TLB

October 27, 1938.

MEMORANDUM FOR MR. NATHAN

Re: Reconar Cameras.

Further reference is made to my memorandum of April 29, 1938 concerning the installation of range finders on two of the Laboratory's Reconar cameras for experimental purposes.

This is to advise that these range finders have been thoroughly tested in the Laboratory since their receipt and it has been found that this device greatly improves the camera and makes it much easier to use. I therefore recommend that any new Reconar cameras purchased should be equipped with Kalart range finders.

Respectfully,

E. P. Coffey

Mr. Tolson _____
Mr. Nathan _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Crowl _____
Mr. Egan _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Harbo _____
Mr. Lester _____
Mr. McIntire _____
Mr. Nichols _____
Mr. Tracy _____
Miss Gandy _____

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/9/90 BY SP5C11Dms

66-2554-1502

FEDERAL BUREAU OF INVESTIGATION
NOV 17 1938
U. S. DEPARTMENT OF JUSTICE
RECEIVED
FOUR

PEF:DM

November 10, 1938

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, being composed of Messrs. Tolson, Nathan, C. Tamm, Glavin and Foxworth considered the attached form letter to all Special Agents in Charge pertaining to the handling of probation violator cases. This letter outlines the procedure to be followed in handling such cases, particularly that the sentence imposed as a result of the violation of the probationary sentence, should be reported to the Bureau as well as a parole report submitted in those instances.

The Conference was unanimously in favor of the submission of this letter to the field.

Respectfully,
For the Conference.

Clyde Tolson, Chairman

W. R. Glavin, Secretary

RECORDED

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323013
DATE 7/9/90 BY SP5crl/oms

66-2554-1803

FEDERAL BUREAU OF INVESTIGATION
NOV 21 1938
U. S. DEPARTMENT OF JUSTICE
TOLSON E. A. TAMM GLAVIN CLEGG FUGG WATSON

ORIGINAL FILED IN 62-187428-96

REF:DM

November 10, 1938

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, being composed of Messrs. Tolson, Nathan, C. Tamm, Glavin and Foxworth, considered the attached bulletin requiring that four copies of all reports and communications in regard to espionage, subversive and sabotage matters be forwarded to the Bureau. Four copies are needed inasmuch as copies in matters of this kind are often sent both to the Military and Naval Intelligence, as well as to the Department.

Those in attendance at the Conference were unanimously in favor of the issuance of this bulletin.

Respectfully,
For the Conference

Clyde Tolson, Chairman

W. R. Glavin, Secretary

RECORDED

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/9/90 BY SP5C/LQMS

66-2554-1504
FEDERAL BUREAU OF INVESTIGATION
NOV 19 1938
U. S. DEPARTMENT OF JUSTICE
TOLSON GLAVIN FOXWORTH NATHAN TAMM

ORIGINAL FILED IN 66-2554-1504

October 24, 1938

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, with Messrs. Glavin, E. A. Tamm, Q. Tamm, and Clegg present, considered the suggestions of Mr. Gudge concerning physical training in the gymnasium of the Federal Building in New York City.

The following recommendations were approved; to become effective as soon as the shower and locker rooms have been prepared and as soon as physical equipment has been made available:

1. That the program of physical instruction not be compulsory. This suggestion is occasioned in part by the fact that the gymnasium would not be large enough to accommodate the personnel of the New York Office in an effective program.
2. That the SAC determine the number interested in obtaining this physical instruction from two to three times a week and then the total number should be divided into smaller groups of approximately ten men for each group.
3. That the SAC assign to each of these small groups a leader who is active, can maintain a proper type of strict discipline and who is interested in physical training, to supervise each of these particular groups.
4. That a definite schedule, as to time, be made up for each group to take physical training one hour a day either twice a week or three times a week, dependent upon the total number who desire to avail themselves of this opportunity.

Mr. Tolson.....
Mr. Nathan.....
Mr. E. A. Tamm.....
Mr. Clegg.....
Mr. Coffey.....
Mr. Crowl.....
Mr. Dawsey.....
Mr. Egan.....
Mr. Foxworth.....
Mr. Glavin.....
Mr. Harbo.....
Mr. Lester.....
Mr. McIntire.....
Mr. Nichols.....
Mr. Quinn Tamm.....
Mr. Tracy.....
Mr. Egan.....
Mr. Gandy.....

RECORDED

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 7/9/90 BY SP5CIV/DM3

66-2554-15 05

FEDERAL BUREAU OF INVESTIGATION
NOV 22 1938
U. S. DEPARTMENT OF JUSTICE

TOLSON
CLEGG
TAMM
FOUR

ORIGINAL FILED IN 66-2554-15 05

5. That those who take physical training on a particular day be excluded from night call duty except in cases of emergency. It was felt that this would be fair and at the same time distribute the calls for night duty on a more equitable basis among the personnel of the New York Office.
6. That a regularly designated employee be appointed by the SAC to see that the windows in the gymnasium are opened early in the morning in order to have the room sufficiently ventilated, and that this employee be charged with the responsibility, under the supervision of the SAC, of caring for material and equipment and general facilities of the gymnasium of the New York Office.
7. It was suggested that the physical training be adapted to a rather large extent to the type of training needed by each individual employee, including all around exercises, medicine ball work, chest weight exercises, work with the striking bag and handball.
8. That the equipment such as chest weights, striking bag, and mats be placed in the room across the hall from the shower and locker room while the room adjacent to the shower and locker room should be left clear for group workouts with medicine balls or for strikily supervised handball and other recreational games.
9. It was recommended that the following additional equipment be furnished the New York Office for the gymnasium:
 - 2 chest weight machines
 - 1 section of Atall bars and a bench
 - 1 striking bag drum and striking bag
 - 3 medicine balls
 - 4 pairs of handball gloves

Director

- 3 -

October 24, 1938

10. It was suggested that the attention of the SAC be called particularly to the following Agents assigned to the New York Office to act as leaders for each of the various groups:

G. F. Lanman
R. J. Lally
P. J. Wacks
T. J. Donegan
B. Stern
H. J. Cronin

11. That all training must be taken before or after regular office hours.

If the above is approved, the SAC at New York is being advised accordingly.

Respectfully,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin²
Secretary

cc: Mr. Glavin

Mr. Tolson
Mr. Nathan
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Crowl
Mr. Dawsey
Mr. Egan
Mr. Foxworth
Mr. Glavin
Mr. Harbo
Mr. Lester
Mr. McIntire
Mr. Nichols
Mr. Quinn Tamm
Mr. Tracy
Miss Gandy

HN:CSH

November 8, 1938

MEMORANDUM FOR THE DIRECTOR

At an Executives Conference held this morning, Messrs. Tolson, Clegg, Foxworth, Glavin, Quinn Tamm and Nathan being present, consideration was given to the suggestion of Mr. Coffey that the newspaper reference file be abolished. This is the file showing the kinds of type in which various newspapers are printed, and Mr. Coffey advises that there has never been an occasion when it has served any purpose since its establishment.

In accordance with the above, the Conference unanimously voted to abolish this file.

Respectfully,
For the Conference,

Clyde Tolson, Chairman

W. R. Glavin, Secretary

Mr. Tolson _____
Mr. Nathan _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Crowl _____
Mr. Egan _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Harbo _____
Mr. Lester _____
Mr. McIntire _____
Mr. Nichols _____
Mr. Tracy _____
Miss Gandy _____

RECORDED

66-2554-1506
FEDERAL BUREAU OF INVESTIGATION
NOV 22 1938
U. S. DEPARTMENT OF JUSTICE
TOLSON
GLAVIN
FOUNTAIN
ANCHOLS
PERKINS
FBI

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/9/90 BY SP5/llms

ORIGINAL FILED IN

November 14, 1938

PEF:JCR

MEMORANDUM FOR THE DIRECTOR

The Conference considered the suggestion of Special Agent J. L. Brennan to the effect that the title of investigative reports in cases involving thefts from interstate shipment show the date on which the theft occurred. The Supervisor pointed out that the Files Section misfiles many serials in connection with this class of case, the fault not being attributable to that Section but to the field in that insufficient identifying data are included in the title; many thefts occur from the same source, particularly trucking companies, warehouses and freight depots over a period of time and as a result cases are opened in the various field offices in which the titles are carried as Unknown Subjects, Theft From the particular trucking company, warehouse, etc., resulting in improper filing.

To overcome a similar difficulty in Bank Robbery cases, the date of the commission of the crime is shown in the title.

Messrs. Nathan, Glavin and Quinn Tamm were opposed to the adoption of this suggestion, stating that it would involve further cumbersome details presumably unnecessary. Messrs. Tolson and Foxworth were in favor of the issuance of the attached Bureau Bulletin setting out this requirement.

Those attending the Conference were Messrs. Tolson, Nathan, Glavin, Quinn Tamm and Foxworth.

Respectfully,
For the Conference

Clyde Tolson, Chairman

W. R. Glavin, Secretary

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 7/9/90 BY SP5CJL/oms

RECORDED
&
INDEXED

66-2554-1507

FEDERAL BUREAU OF INVESTIGATION
NOV 22 1938
U. S. DEPARTMENT OF JUSTICE
TOLSON Tamm FOUR ONE

ORIGINAL FILED IN 66-2554-1507

WRG:DLS

November 12, 1938

MEMORANDUM FOR THE DIRECTOR

W
The Executive Conference consisting of Messrs. Tolson, Nathan, Clegg, Quinn Tamm, Foxworth and Glavin considered a memorandum submitted by Mr. A. H. Crowl concerning per diem problems which are arising from Agents who have families or relatives in Washington returning to Washington for Retraining.

For the Director's information, it is pointed out that certain Agents who have been appointed from Washington upon returning to Washington for Retraining stay with their families or relatives during their period of Retraining. Certain of these Agents have advised that they have the same expense of staying with their relatives or families as they would have had they stayed at a regular hotel.

Mr. Glavin advised the Conference that it was his understanding that a decision was made in this matter some two years ago, wherein it was decided that if an Agent, whether he had legal headquarters at Washington or not, stayed with relatives or his family during any temporary period he was assigned to Washington for any purpose, he would not be permitted per diem allowances, but that if he stayed at a hotel and had expenses the same as other Agents attending Retraining and on Special Assignments in Washington, he would be reimbursed for per diem expenses. Mr. Glavin also pointed out that this matter had been mentioned by him to certain Agents while attending Retraining Schools.

The Conference is of the opinion that the Bureau's Regulation in this regard should be continued, that unless an Agent headquarters himself in a hotel during his stay in Washington that he be not permitted to submit per diem charges, even though it is his contention that staying with relatives is just as expensive to him as if he were staying in a regular commercial hotel.

RECORDED
&
INDEXED

Respectfully submitted,
FOR THE CONFERENCE

66-2554-1508
Clyde Tolson BUREAU OF INVESTIGATION
Chairman

NOV 23 1938

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/9/90 BY SP5CJN/mjs

F. R. Glavin
Secretary

U. S. DEPARTMENT OF JUSTICE

ORIGINAL FILED
66-2554-1508
NOV 23 1938
U. S. DEPARTMENT OF JUSTICE
F. R. GLAVIN
SECRETARY

November 12, 1938

MEMORANDUM FOR THE DIRECTOR

The Executive Conference consisting of Messrs. Tolson, Nathan, Clegg, Quinn Tamm, Foxworth and Glavin considered a suggestion submitted by Special Agent in Charge E. P. Guinane in the Kansas City Office that the Bureau secure canvas containers for the half-mile ray lamps which are for use in various Bureau owned automobiles. Guinane points out that at the present time, in view of the fact that there is no appropriate place to keep these lamps in the various Bureau owned automobiles, they are being retained in the field offices and are not being used. He points out that should appropriate containers be secured, the lamps could be carried in the automobiles for use.

The Conference also had the opportunity of examining a sample case forwarded by Mr. Guinane.

The Conference is of the opinion that such a case is not at all necessary at the present time and the light without case could be carried in Bureau owned automobiles without great difficulty. It, therefore, recommends against the suggestion.

It also recommends against the suggestion forwarded by Mr. Guinane that, in the event the Bureau is not desirous of furnishing such covers for all lights, that his office be given authority to purchase ten such covers at a cost of approximately one dollar and seventy-five cents each.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson
Chairman
RECORDED

W. R. Glavin
Secretary

66-2554-1508X	
FEDERAL BUREAU OF INVESTIGATION	
NOV 30 1938	
U.S. DEPARTMENT OF JUSTICE	
TOLSON	W. R. GLAVIN
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ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 7/9/96 BY SP5CML/DMS

66-2554-1508X

HN:CSH

November 12, 1938

MEMORANDUM FOR THE DIRECTOR

At an Executives Conference held this morning, Messrs. Tolson, Foxworth, Glavin and Nathan being present, consideration was given to the suggestion of Mr. H. T. Durkin, of the Posting Section, Identification Division, to the effect that, in connection with correspondence relative to missing persons, those requesting the placing of missing person notices be advised of the desirability of having their own and their associates fingerprints on file in the Civil Identification file of the Bureau.

The Conference unanimously decided against the adoption of the suggestion, it being pointed out that a mother, for instance, requesting the posting of a wanted notice for a missing son, would assume that she had to pay for this service in some manner by sending in her own fingerprints and those of members of her family, if this plan were adopted, even though she might be advised otherwise. There appears to be no practicable benefit in the suggestion.

Respectfully,
For the Conference,

Clyde Tolson, Chairman

W. R. Glavin, Secretary

RECORDED

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/9/98 BY SP5C11DM3

66-2554-1509
FEDERAL BUREAU OF INVESTIGATION
NOV 23 1938
U. S. DEPARTMENT OF JUSTICE
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NATHAN
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FOUR
IDENT. UNIT
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QT:APS

November 17, 1938

MEMORANDUM FOR THE DIRECTOR

The Conference considered the recommendations of Messrs. Coffey, Foxworth and Quinn Tamm concerning the radio trucks and their possible use by the Bureau in the future.

It is recommended that one of the trucks be completely rebuilt and reduced in size to the size of a standard 3/4 ton truck, this truck to be so constructed that it would be capable of high speed and that when completed, it be assigned to the Chicago Field Division for possible use.

It is further recommended that the second truck be maintained in the condition in which it now exists and be used in the New York Field Division.

The Conference further recommends that this truck be equipped with peep-holes and changeable signs and that such provision be made in the smaller truck, if approved.

The Conference further recommended that a bulletin be issued to the field, pointing out the types of cases in which the trucks could be used and that the Bureau Supervisors be instructed to watch for such cases during the supervision of the reports. These bulletins are being prepared.

It is noted that the cost of the smaller truck is not definitely known but it is believed that it will not exceed \$3,000. Mr. Quinn Tamm talked to Mr. E. J. Connelley concerning his reaction to a small high-speed truck and Mr. Connelley stated that that was in line with his previous suggestions and he was heartily in accord with the experiment. It was pointed out that the following members of the Conference, Mr. Tolson, Mr. Foxworth and Mr. Quinn Tamm voted in favor of the suggested change to one small truck and one large truck. Mr. Glavin and Mr. Nathan were opposed to the suggestion because of the necessary expenditure of money.

Respectfully,
FOR THE CONFERENCE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/9/90 BY SP5C/LMS

CLYDE TOLSON
Chairman

W. R. GLAVIN
Secretary

RECORDED

FEDERAL BUREAU OF INVESTIGATION

NOV 25 1938

U.S. DEPARTMENT OF JUSTICE

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FEDERAL BUREAU OF INVESTIGATION

WRG:atw

November 14, 1938.

MEMORANDUM FOR THE DIRECTOR

The Conference consisting of Messrs Tolson, Nathan, Foxworth, Quinn Tamm and Glavin considered the suggestion submitted by Special Agent L. B. Reed dated November 7, 1938.

Agent Reed suggests that in the absence of light weight delivery type trucks for the transportation of firearms, heavy loads of ammunition, et cetera, arrangements be made to furnish small two-wheel trailers which could be used by the various field offices for transporting the above-mentioned supplies and equipment. He points out at the present time in certain offices such as the Kansas City Office, the carrying of gun cases and other equipment through corridors, loading them into passenger elevators, carrying them through a public lobby and loading them into passenger cars at the sidewalk creates a public spectacle and cannot be prevented under present conditions. He believes that the use of a trailer would eliminate such spectacles, pointing out that the equipment could be carried to the sidewalk and loaded into the trailer without any great show which would attract the public.

The Conference is of the opinion that such a trailer as suggested by Agent Reed is not at all necessary. Concerning the Bureau's present policy of carrying all of the gun cases and other equipment through corridors would continue and would be loaded on the trailer on the sidewalk. It is not seen where there would be any material difference in the manner of handling equipment than at the present time.

It is believed that the Kansas City Office should endeavor to make arrangements to have such loading done with a minimum of what Reed calls "public spectacle".

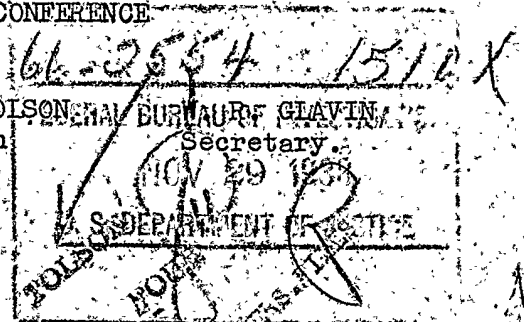
There is attached hereto a communication addressed to Agent Reed and to the Kansas City Office concerning this matter.

Respectfully submitted,
FOR THE CONFERENCE

RECORDED

CLYDE TOLSON, CHAIRMAN
BUREAU OF GLAVIN, SECRETARY

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/9/96 BY SP5CJ/pms



November 14, 1938

MEMORANDUM FOR THE DIRECTOR

The Executive Conference consisting of Messrs. Tolson, Nathan, Clegg, Quinn Tamm, Foxworth and Glavin considered a memorandum submitted by Mr. Seyfarth to Mr. Laughlin under date of October 14, 1938, and Mr. Laughlin's memorandum to Mr. Tolson under date of November 5, 1938, wherein it is pointed out that Identification Orders and Apprehension Orders dated from 1919 to 1933, inclusive, are at the present time being maintained in the Files Section. Mr. Seyfarth points out that since these Identification Orders and Apprehension Orders have been maintained in the Files Section they have not been used on any occasion. He recommends and Mr. Laughlin concurs that the surplus Identification Orders and Apprehension Orders be dispensed with. Mr. Laughlin recommends that only two copies of each Identification Order and Apprehension Order be retained in the Files Section.

It was pointed out to the Conference that at the present time Mr. Sheedy maintains a surplus supply of Identification Orders and Apprehension Orders in the Supply Section and it was recommended to the Conference by Mr. Glavin that a complete set of outstanding Identification Orders and Apprehension Orders be maintained in the Files Section in numerical sequence and that the remainder of these Identification Orders and Apprehension Orders be sent to the Supply Section, which Section will retain a sufficient number of complete sets of both outstanding and cancelled Orders and destroy the remainder.

RECORDED

66-2554-1510X

It is the understanding of the Conference that ten cabinets will be made available in the Files Section. In view of the urgent need for additional space in that Section at the present time, the Conference concurs in this recommendation.

Mr. Seyfarth also points out that leave record cards and leave slips are being maintained in the Files Section which records are not put to any use at the present time. Mr. Laughlin points out that the leave record cards considered an original record are never destroyed, however, leave slips may be retained for a period of time and then destroyed. Mr. Laughlin recommends that the leave slips be retained for a period of four years. Mr. Glavin recommended to the Conference that these leave slips be retained for a period of two years, after which time there does not appear to be any necessity for their further maintenance. It was pointed out that there

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/9/90 BY SPSC/MS

Memorandum for the Director

-2-

November 14, 1938

are questions concerning leave in a succeeding calendar year and for this reason it was believed desirable to retain these slips for the two year period. If you concur appropriate instructions will be issued to Mr. Laughlin concerning the final disposition of these matters.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

WRG:MAL

November 12, 1938

MEMORANDUM FOR THE DIRECTOR

The Executive Conference consisting of Messrs: Tolson, Nathan, Clegg, Quinn Tamm, Foxworth and Glavin considered the suggestion submitted by O. George Medler, Jr., a clerk in the Files Section, wherein he suggests that in all cases pertaining to the Federal Escape Act or Escaped Federal Prisoner Act that a new case captioned ESCAPED FEDERAL PRISONER ACT or FEDERAL ESCAPE ACT be opened in the Field.

The Conference after considering this suggestion is of the opinion that it would not be desirable or necessary to instruct the Field to open new cases on matters of this kind; that if the case is still pending at the time the escape is effected, the additional violation would be carried simply as a secondary character of the case under investigation.

If you concur in the opinion of the Conference the contributing employee will be appropriately advised.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

RECORDED

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323 a13
DATE 7/9/90 BY SP5CNDMS

66-2554-1511

FEDERAL BUREAU OF INVESTIGATION	
NOV 25 1938	
U. S. DEPARTMENT OF JUSTICE	
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ORIGINAL FILED IN 66-2554-1511

HHC:BG

November 21, 1938

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, those present being Messrs. Tolson, Nathan, Glavin, Foxworth and Clegg, considered the suggestion appearing in a letter from Special Agent in Charge Untreiner of the El Paso office that in reports which are furnished for the information of other offices, where no undeveloped leads are set forth, a specific statement appear in the report as to why it was furnished.

Mr. Untreiner makes the observations that the rule requiring the restatement of leads has made for closer supervision of cases and has increased the amount of reading which the Special Agent in Charge must do, which is the desired objective. The suggestion that the purpose of forwarding copies to other offices be set forth in the last paragraph of the report would appear to arise from a desire on the part of the Special Agent in Charge not to read the report completely. It is likewise felt that such a rule might curb the free exchange of reports between field offices when, in the opinion of an Agent in Charge, a condition is described in one field office territory which it is believed the office covering such territory should be informed about by receiving a copy of the report.

Therefore, there does not appear to be any necessity for the establishment of this rule and, if approved, Mr. Untreiner will be advised accordingly.

RECORDED

Respectfully,
FOR THE CONFERENCE

Clyde Tolson
Chairman

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/9/90 BY SP5CUD/m3

cc-Mr. Glavin

66-2554-1512
FEDERAL BUREAU OF INVESTIGATION

NOV 20 1938

U. S. DEPARTMENT OF JUSTICE
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EAT:JCR

November 5, 1938

MEMORANDUM FOR THE DIRECTOR

65-4594-101
The Executive Conference considered a memorandum for the Director dated October 17, 1938 submitted by Inspector S. J. Tracy containing a suggestion of Special Agent V. D. Garvey of the Butte Field Division that whenever a lead is set out to locate a fugitive, the office setting out this lead be required to transmit a copy of the fugitive's photograph with the copy of the report, believing there would be a considerable saving of time and that such a procedure would result in better investigative work. The Conference believes that the suggestion is a desirable one to be followed in those cases in which a photograph of the Fugitive is available which is a good likeness of the Subject, but feels that this suggestion covers a phase of investigative work which in the final analysis must be determined in each instance upon all of the facts existing in a particular situation. The Conference is of the opinion that this is a matter to be handled individually by the Special Agents in Charge in each case.

The Conference also considered Agent Garvey's suggestion, set out in a similar memorandum of the same date, that copies of reports be sent to offices covering the district where the subject was born or had his legal residence for a considerable period of time if that state is different from the state of prosecution. The Conference feels that this would appear to be an investigative procedure rather than a matter of policy and the facts in each case should determine the procedure to be followed in a particular case. The Conference therefore is of the opinion that this is a matter to be handled individually by the Special Agents in Charge in each case.

A letter is being addressed to Agent Garvey setting out the Bureau's views as to these suggestions, a copy being furnished to Inspector Tracy.

Those attending the Conference were Messrs. Tolson, Clegg, Glavin, and E. A. Tamm.

Respectfully,
For the Conference

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323013
DATE 7/9/90 BY SP5C11DMS

RECORDED
Clyde Tolson, Chairman

66-2554-1313
FEDERAL BUREAU OF INVESTIGATION
NOV 29 1938
U. S. DEPARTMENT OF JUSTICE
W. R. Glavin, Secretary

WRG:atw

November 21, 1938

MEMORANDUM FOR THE DIRECTOR

Copy to Mr. Tolson

The Conference consisting of Messrs. Tolson, Nathan, Clegg, Foxworth, Quinn Tamm and Glavin considered a suggestion made by Special Agent A. Cornelius, Jr. that Balopticon machines be secured to assist Bureau lecturers in their appearances before various civic groups throughout the country. Agent Cornelius points out that SAC Ladd has had a number of lantern slides prepared for use with the Balopticon machine to illustrate his lectures and talks. Mr. Cornelius also points out it would be possible to take an audience on a "tour" of the Bureau through the use of such equipment depicting the various charts which graphically represent crime statistics, various cases, and the facts relating to the Bureau's work such as are shown in the exhibit rooms. He also believes it would be possible to show photographs of the subjects of interesting cases on the screen and photographs of various exhibits associated with a particular case together with slides of outstanding fugitives wanted by the Bureau.

Mr. Glavin pointed out to the Conference that should these machines be purchased, it would cost the Bureau approximately \$98.00 for each machine. Mr. Quinn Tamm points out there are six or seven slide projectors on hand in the Bureau at the present time and there are numerous slides already prepared; that if any Bureau speaker desired to use this equipment, it could be made available to him.

The Conference was of the unanimous opinion that additional equipment of this type should not be purchased; that the use of the slides is very infrequent at the present time and was not of the opinion that through the use of such slides, public addresses of Bureau officials could be materially improved upon.

If you are in agreement, there is attached hereto a communication addressed to Mr. Cornelius concerning his suggestion.

Respectfully submitted,
FOR THE CONFERENCE

RECORDED & INDEXED

Glyde Tolson
Chairman

W. R. Glavin
Secretary

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323013
DATE 7/9/90 BY SP5CJ/DM5

66-2554-1513 X
FEDERAL BUREAU OF INVESTIGATION

DEC 1 1938

U. S. DEPARTMENT OF JUSTICE

November 14, 1938

MEMORANDUM FOR THE DIRECTOR

The Executive Conference consisting of Messrs. Tolson, Nathan, Clegg, Quinn Tamm, Foxworth and Glavin considered a communication received from the Special Agent in Charge at New York City, dated November 2, 1938, wherein certain suggestions were made relative to additional equipment to be furnished the New York Field Office to be used in conjunction with the detention of prisoners. It was pointed out to the Conference that the following equipment was recommended by the New York Office:

1. An electric grill, upon which might, in an emergency, be cooked a light meal, such as fried eggs, and so forth.
2. An electric percolator for the preparation of coffee, later, if necessary to be put in the thermos bottles.
3. A two-burner electric stove for use in heating water and the like.
4. A large pot with spout attached for boiling water, later to be put in the second thermos bottle.
5. A can of sealed ground coffee.
6. A few cans of sealed evaporated milk and a supply of sugar for sweetening the coffee.

Mr. Tolson pointed out to the Conference that there is a definite need for some equipment so that hot water and hot coffee may be available when persons are being detained in the Bureau's Detention Rooms. Mr. Tolson also pointed out that no exception should be made in so far as the New York Office is concerned, but that appropriate equipment should be secured for all Field Offices. Mr. Nathan was of the opinion that there should be no necessity for hot coffee but that there should be facilities available for properly heating water in case of a necessity. The entire Conference was unanimous in this rejection of the equipment as mentioned by Special Agent F. X. O'Donnell for the New York Office, it being pointed out there should be no necessity for cooking light meals and that electric grills, electric stoves and electric percolators are not necessary.

The Conference unanimously approves the securing of an appropriate

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 333,013
DATE 7/9/90 BY SP5CJL/ans

November 14, 1938

small heating device whether it be gasoline, chemical or electric, and the securing of thermos bottles. The Conference also agrees that one boiling pot should be made available in each Field Office for the purpose of heating water. It is pointed out further that it is not believed necessary to have an electric percolator and that by having the necessary thermos bottles coffee can be commercially purchased and kept warm by storing it in such bottles.

If you concur, instructions will be issued to the Chief Clerk to secure the following equipment for each Field Office:

1. One heating device which may be used for boiling water.
2. One quart thermos bottle and one five-gallon thermos jug.
3. One boiling utensil to be used for boiling water in emergencies.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson
Chairman

F. R. Glavin
Secretary

November 22, 1938.

MEMORANDUM FOR THE DIRECTOR

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/9/90 BY SP5CJ/oms

The Executive Conference considered again the recommendation of Mr. Foxworth regarding the use of a form to be printed on the inside back cover of field office case files in order to record data thereon concerning fugitive cases. This data includes the listing of serial numbers in which the processes of arrest are reported as having issued and when the non est return was made; the places where wanted notices were placed and the date on which the court warrants were executed on the fugitive.

The Conference was unanimously of the opinion that in some cases and at times the information, particularly in thick files, was valuable and should be recorded in long hand, or as a brief note, somewhere on the inside of the file cover, but it was obviously not necessary in the opinion of a majority of the Conference for this form to be utilized in every fugitive case many of which are closed after a brief time, and many of the files have only a few serials in them which would make this requirement unnecessary and in fact more of a bother than an aid. It was further felt that any requirement of this sort would bring about a great deal of correspondence, some objecting to the procedure as unnecessary in most instances, others suggesting changes in form to suit individual cases and this too would be undesirable. It would likewise, if adopted as a requirement in all fugitive cases, take the time of the Inspector to check the formal compliance with the requirement and criticisms would arise when obviously it would be unnecessary to have listed such information. Therefore, Mr. Nathan, Mr. Quinn Tamm, Mr. Glavin and Mr. Clegg opposed the suggestion and felt that the present practice of permitting Agents or Agents in Charge to take long hand notations on the file cover whenever the facts justified should be continued, but they did not feel that this should be a requirement in all fugitive cases in most of which it will be unnecessary.

Mr. Tolson and Mr. Foxworth were of the opinion that this matter should be submitted to the Special Agents in Charge Conference to be held beginning early in 1939 for decision of the Special Agents in Charge.

Respectfully
For the Conference

RECORDED

Clyde Tolson
Chairman

H. A. Glavin
Secretary

Mr. Glavin.

Mr. Tolson.....
Mr. Nathan.....
Mr. E. A. Tamm.....
Mr. Clegg.....
Mr. Coffey.....
Mr. Crowl.....
Mr. Dawsey.....
Mr. Egan.....
Mr. Foxworth.....
Mr. Glavin.....
Mr. Harbo.....
Mr. Lester.....
Mr. McIntire.....
Mr. Nichols.....
Mr. Quinn Tamm.....
Mr. Tracy.....
Miss Gandy.....

CC

66-2554-1514

FEDERAL BUREAU OF INVESTIGATION

NOV 30 1938

U.S. DEPARTMENT OF JUSTICE

TOLESON
CLARK
Clegg
Glavin
Ladd
Nichols
Quinn Tamm
Tracy
Harbo
Rosen
Egan
Gandy

ORIGINAL FILED IN 62-122-464

EAT:JCR

The Executive Conference considered the use of the attached file cover, Mr. Foxworth advising that it is being utilized in the Richmond Office. The Conference pointed out that from a practical view point, the back cover of files is of very limited value, particularly in view of the fact it provides only for data upon only one fugitive subject. The Conference is generally opposed to the use of forms of this kind fearing a reversion to the old docket sheet which was formerly maintained in each Bureau investigative file. The Conference does not believe however that if the Richmond Office obtains any benefit from this form they should be instructed to discontinue it, even though the Conference does not recommend its general use throughout the field.

Respectfully,
For the Conference

W. R. Glavin, Secretary

Fickelburg

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 7/9/96 BY SP5C11DM5

66-2554-1514
FEDERAL BUREAU OF INVESTIGATION
NOV 30 1933
U.S. DEPARTMENT OF JUSTICE
TOLSON
LADD
Clegg
Glavin
Nichols
Rosen
Tracy
Harbo
Mohr
Tele. Rm.
Director's Sec'y

HHC:BG

November 21, 1938

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, those present being Messrs. Tolson, Nathan, Glavin, Foxworth and Clegg, considered the suggestion of Miss Rachel Gallavan, stenographer in the Birmingham office, to the effect that the teletypewriter tests furnished field offices for examination purposes be prepared in such a manner that the same number of words appear on the test form as would appear in one line of the regular teletypewriter form, since this would be an added convenience to the stenographers and clerks taking the test.

The Conference felt that this was a type of convenience which would not be necessary in order to provide a proper test for the clerical employees and therefore unfavorable recommendation was made. Miss Gallavan is being informed accordingly, if approved.

Respectfully,

FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

cc-Mr. Glavin

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/9/90 BY SP5C110ms

66-2554-157

FEDERAL BUREAU OF INVESTIGATION

DEC 1 1938

U. S. DEPARTMENT OF JUSTICE

TOLSON
CLEGG
CHAS. CLARK
FOUR

HHC:EC

November 21, 1938

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, Messrs. Tolson, Nathan, Glavin, Foxworth and Clegg being present, considered the recommendation of Mr. Egan that the interpretations furnished by the Department relative to alias warrants be circulated in a bulletin to all field offices and employees.

This suggestion was unanimously approved by the Conference, and if approved by the Director, there is attached hereto a suggested bulletin for this purpose.

Respectfully,

Clyde Tolson
Chairman

E. R. Glavin
Secretary

RECORDED

cc-Mr. Glavin

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323613
DATE 7/9/90 BY SP5/lloms

66-2554-1515X

FEDERAL BUREAU OF INVESTIGATION
DEC 1 1938
U. S. DEPARTMENT OF JUSTICE
TOLSON
TRACY
GLAVIN
NEASE
WATSON
WILLIAMS
WYATT
YERGEN
COOK
REAGAN
SMITH
STANTON
TAMM
TROTTER
WALSH
WEAVER
WHELAN
WIDEMAN
WILSON
WOOD
WYATT
YERGEN
COOK
REAGAN
SMITH
STANTON
TAMM
TROTTER
WALSH
WEAVER
WHELAN
WIDEMAN
WILSON
WOOD

ORIGINAL FILED IN 62-13765-21X

PER:DM

November 21, 1938

MEMORANDUM FOR THE DIRECTOR

K The Executive Conference composed of Messrs. Tolson, Nathan, Clegg, Glavin, Q. Tamm and Foxworth considered the suggestion of Special Agent W. C. Fuller to the effect that the field offices notify the arresting officers of the ultimate disposition of the case in all instances where local peace officers arrest and turn over to the Bureau some fugitive whose apprehension is being sought by us.

The Conference was unanimously in favor of the issuance of such instructions. There is attached hereto a bulletin for your approval.

Respectfully
For the Conference

Clyde Tolson, Chairman

W. R. Glavin, Secretary

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/9/96 BY SP5C:ldms

RECORDED

66-2554-1515X1

FEDERAL BUREAU OF INVESTIGATION	
DEC 3 1938	
U. S. DEPT. OF JUSTICE	
TOLSON	GLAVIN
FOUR	PERGATIS

ORIGINAL FILED IN 62-122-461X

HHC:BG

November 21, 1938

Those present:
Messrs. Tolson
Nathan
Glavin
Foxworth
Clegg

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered the letter from the Dallas office, reporting the results of the clerical conference held on October 6 by that office.

(1) There appeared a suggestion that the Bureau compile a list of all code titles which have been used by the Bureau in the past; that these code titles be set forth in a circular letter to be issued by the Bureau with instructions that all such titles be listed in field offices; and that this list be posted in the code book in each field office. The Conference unanimously disapproved this suggestion since it appears fundamental that the indexing of such titles as JODIL for John Dillinger, BREKID for the Bremer kidnaping case, and WEYNAP for the Eyerhauser kidnaping case, were not code words for the primary purpose of concealing the identity of the subject matter but for the purpose of abbreviating titles in telegrams and consequently these words should not be listed in the code book. It further appears to be a fundamental requirement of a very elementary nature that such code words should be indexed appropriately in field offices and if this recommendation is approved, the Dallas office is being advised accordingly, with attention invited to the necessity for properly indexing these code titles. Likewise, it should be pointed out that a proper break-up of the Bureau Bulletins incorporating information of this type in one file would form a ready reference to such data.

(2) A suggestion was further made that at the next clerical conference in field offices all clerical employees be required to code and decode a ten-word message. This obviously should be a part of the training of selected groups of employees who have access to the code books and should not necessarily be a type of training given to all the employees in the office due to the confidential character of the code books and code messages. Therefore, this suggestion was not approved. However, the Special Agent in Charge is being advised that, of course, an adequate number of stenographic and clerical employees should be made familiar with the codes in order to care for the demands arising in this connection during vacation periods and other absences.

RECORDED

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ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/9/90 BY SP5C/Loms

66-2554-1515X2
FEDERAL BUREAU OF INVESTIGATION

NOV 22 1938
TOLSON
CLEGG
FOUR
U.S. DEPARTMENT OF JUSTICE

Memo. for Director.

-2-

11-21-38.

(3) The inquiry was made as to whether a separate file, to be made a matter of assignment, should be prepared on each speech to be made by the Special Agent in Charge. The purpose of the inquiry, it appears, was to seek permission to open a case and close it for each speech made but since there will obviously be no investigative work in connection with this type of assignment, the Conference unanimously disapproved this suggestion.

In the event the above recommendations are approved, the Dallas office is being advised accordingly.

Respectfully,

FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

cc-Mr. Glavin

HHC:RLC

November 22, 1938.

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, Messrs. Tolson, Nathan, Glavin, Foxworth, Quinn Tamm and Clegg being present, considered the suggestion of Special Agent H. L. Scott that the Bureau publish and forward to law enforcement officials an illustrated curriculum showing the course of activities in the FBI National Police Academy as a means of presenting the advantages of the Academy to local police.

The Conference felt that this suggestion would involve the preparation of charts, graphs and illustrations of such a type that it would be more expensive than the good to be received and, therefore, this matter was recommended unfavorably. Mr. Scott is being advised accordingly, if approved.

Respectfully
For the Conference

Clyde Tolson
Chairman

H. R. Glavin
Secretary

Enclosure:

CC: Mr. Glavin.

RECORDED

66-2554-1516	
FEDERAL BUREAU OF	INVESTIGATION
DEC 1 1938	
U.S. DEPT. OF JUSTICE	
TOLSON	CLERG
NICHOLS	

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/9/90 BY SP5CJL/MS

Mr. Tolson
Mr. Nathan
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Crowl
Mr. Dawsey
Mr. Egan
Mr. Foxworth
Mr. Glavin
Mr. Harbo
Mr. Lester
Mr. McIntire
Mr. Nichols
Mr. Quinn Tamm
Mr. Tracy
Miss Gandy

ORIGINAL FILED IN 1-4-2245

PEF:IM

November 21, 1938

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, composed of Messrs. Tolson, Nathan, Clegg, Glavin, Q. Tamm and Foxworth, considered the attached bulletin to the field instructing that reports and other communications in Departmental applicant cases reflect the position for which the applicant has applied.

Those in attendance at the conference were unanimously in favor of the submission of this bulletin to the field.

Respectfully,
For the Conference

Clyde Tolson, Chairman

W. R. Glavin, Secretary

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 7/9/90 BY SP5C/10MS

RECORDED

66-2554-1517
FEDERAL BUREAU OF INVESTIGATION
DEC 1 1938
U. S. DEPARTMENT OF JUSTICE
TOLSON
CHP. GEN. RE

ORIGINAL FILED IN 77-0-116

HHC:RLC

BEST COPY AVAILABLE

November 22, 1938.

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, Messrs. Tolson, Nathan, Glavin, Foxworth, Quinn Tamm and Clegg, being present, considered the recommendation of Mr. Hince that there not be published in the FBI Law Enforcement Bulletin information concerning the standardized method of taking police photographs as reported by Mr. Lester following his observations in England. Mr. Hince objects to the publication of this material because the reported data has not been officially adopted as a standard in England and there is no standard in the United States which has been adopted. It was believed that this matter should first be studied by a representative body of the Bureau which would report its findings and its findings might be published as an aid in establishing standardized police photographs.

If this is approved, the following are recommended as members of the committee:

Mr. Coffey
Mr. Quinn Tamm
Mr. Renneberger
Mr. Glavin
Mr. Foxworth
Mr. Hince

In the event the above designations are approved these proposed committee members are being notified accordingly.

Respectfully
For the Conference

Clyde Tolson
Chairman

U. S. Glavin
Secretary

RECORDED

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 393,613
DATE 7/9/90 BY SP5/MS/MS

Enclosure.

CC: Mr. Glavin.

Mr. Tolson
Mr. Nathan
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Crowl
Mr. Dawsey
Mr. Egan
Mr. Foxworth
Mr. Glavin
Mr. Harbo
Mr. Lester
Mr. McIntire
Mr. Nichols
Mr. Quinn Tamm
Mr. Tracy
Miss Gandy

66-2554-1518
FEDERAL BUREAU OF INVESTIGATION

NOV 30 1938

U. S. DEPARTMENT OF JUSTICE

ORIGINAL FILED IN 94-3-1-420

NOT USED

66-2554-1519

CHANGED TO

1-3094-X127

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 823,013
DATE 7/9/90 BY SP5C11 oms

December 2, 1938

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, consisting of Messrs. Tolson, Nathan, E. A. Tamm, Clegg, Quinn Tamm, and Crowl, considered a letter from the Pittsburgh Office dated November 25, 1938, which reported the receipt by the night clerk of a prepaid teletype message from the Boston Police Department which the Pittsburgh Office was requested to relay to the Pittsburgh Police Department.

The letter sets forth that the request was complied with as a matter of cooperation; and further that in August, 1937, the Bureau, by letter, reported a ninety-day experiment by which prepaid messages sent by the Massachusetts State Police would be accepted at each Bureau office over the teletypewriter system for forwarding to the law enforcement organization in the headquarters city.

The SAC of the Pittsburgh Office requested advice as to whether messages of this nature should be accepted in the future, even though prepaid, inasmuch as the ninety-day experimental trial expired last year. The Executive Conference feels that a field office should accept messages of this type, provided they are not burdensome.

There is attached, subject to your approval, a letter to SAC Sears in the premises.

Respectfully,
For the Conference

Clyde Tolson
Chairman

CONFIDENTIAL

W. R. Glavin
Secretary

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/9/90 BY SP5CJL/mms

66-2554-1520

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POLSON FOUR SIXTY-ONE

February 11, 1939

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, Messrs. Tolson, Nathan and Clegg being present, considered the contents of the report of the quarterly conference of Special Agents of the Washington Field Office and the suggestions contained therein as follows:

1. The suggestion that the Bureau circulate information among banking institutions that speakers would be furnished to State Banking Conventions relative to the conduct of bank employees during bank robberies, was considered. The Conference opposed circulating any printed information to the banks at this time and felt that individual requests for Bureau speakers to appear before groups of bankers would be acted upon favorably if deemed advisable. However, it was not believed that an effort should be made on the part of Bureau employees to initiate such requests.

2. The suggestion was made that the Bureau seek to develop information as to "fences" by contacting penitentiary guards who might develop information as to robberies planned by inmates of that institution. The Conference did not believe this would be desirable as contacts with penitentiary guards would place the Bureau in a position which was not desirable and this matter was recommended unfavorably.

3. It was recommended that following a bank robbery, a check be made to determine if the robbery were made to cover a shortage on the part of some employee and that a Special Agent (A) be assigned to the investigation for this purpose. The Conference believed this was part of the investigative problem to be handled as facts might justify but that no rule should be established making such action necessary.

Mr. Tolson.....
Mr. Nathan.....
Mr. E. A. Tamm.....
Mr. Clegg.....
Mr. Coffey.....
Mr. Crowl.....
Mr. Dawsey.....
Mr. Egan.....
Mr. Foxworth.....
Mr. Glavin.....
Mr. Harbo.....
Mr. Lester.....
Mr. McIntire.....
Mr. Nichols.....
Mr. Quinn Tamm.....
Mr. Tracy.....
Miss Gandy.....

4. The suggestion was made that the Bureau furnish speakers at banquets of chapters of the American Banking Institute who would advise employees as to their proper conduct during the course of a bank robbery. The Conference recommended unfavorably upon this since the advice given might at times be followed without proper judgment and criticism of the Bureau might result in the event of death or injury to a bank employee.

RECORDED

INDEXED

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 7/10/90 BY SP5C/LDM/S

66-2554-15201

FEDERAL BUREAU OF INVESTIGATION

RECEIVED FEB 28 1939

U. S. DEPARTMENT OF JUSTICE

ORIGINAL FILED IN 66-2554-15201

11-21-38,

With reference to the observations mentioned above, the Conference believes the Bureau's reply should be in a friendly manner but desires to point out that it is entirely possible for a tabulation to be very neat in appearance and so carefully prepared from the standpoint of its form as to warrant commendation, but when a subsequent form was received, errors were found which warranted criticism. In both instances, the Bureau's commendation and criticism would be correct. However, it was recognized that the Bureau should seek to handle these matters with such friendliness or critical attention as the circumstances demanded. Mr. Glavin has made a notation on the letter from the Salt Lake City office to the effect that an effort to locate this correspondence had been unsuccessful.

The Salt Lake City office is being advised of these observations, if approved.

Respectfully,

FOR THE CONFERENCE

Clyde Tolson
Chairman

H. R. Glavin
Secretary

cc-Mr. Glavin.

HHC:BG

November 21, 1938

MEMORANDUM FOR THE DIRECTOR

MS
The Executive Conference, those present being Messrs. Tolson, Nathan, Glavin, Foxworth and Clegg, considered the following suggestions appearing in a conference letter from the Salt Lake City office:

(1) That Agents not be required to fasten bulletins, identification orders and apprehension orders with an Acco fastener in a file folder. It was indicated Inspector Tracy had stated he proposed to make the suggestion that such a practice no longer be required as this made it more difficult to remove the bulletins, identification orders and apprehension orders from the folder. The reason this requirement was promulgated was in order to meet the defect which was found when employees would place bulletins, identification orders and apprehension orders in a desk drawer and then with the constant opening and closing of their desks, these bulletins, identification orders and apprehension orders would be scattered about the drawer, making a very untidy and improperly organized appearance. It takes but very little strength to remove one of these documents from the folder and the requirement does contribute greatly to the neatness in appearance of the employees' desks. The suggestion, therefore, was disapproved by the Conference.

(2) The letter also contained the observation that in one instance the Bureau commended the Los Angeles office for the manner in which it submitted its report on accrued leave and shortly thereafter a letter of an entirely contradictory tone was received. In a later report this latter letter indicated, according to its statement, that the Los Angeles office was either indifferent or lacked care in the preparation of leave records.

(3) Another observation was made that in one instance the reply to a suggestion letter was not written in as friendly a fashion as it should have been, which might, if the practice continued, discourage employees from making suggestions in the future.

RECORDED

66-2554-1521
FEDERAL BUREAU OF INVESTIGATION

DEC 7 1938

U. S. DEPARTMENT OF JUSTICE

TOLSON

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 393013
DATE 7/9/90 BY SP5C110m5

December 2, 1938

MEMORANDUM FOR THE DIRECTOR

m
The Executive Conference, consisting of Messrs. Tolson, Nathan, E. A. Tamm, Clegg, Quinn Tamm, and Crowl, considered a memorandum from Inspector Egan setting forth a suggestion of Special Agent W. E. Hopton that a stenographer be employed at Nashville to take the dictation of the two Resident Agents and to do typing and filing. In Mr. Egan's memorandum he states he pointed out to Agent Hopton the undesirability of this kind of a set-up and also discussed the matter with SAC Clegg; that both of them were of the opinion that a stenographer should not be assigned to Resident Agents, but this matter was being called to the Bureau's attention as a suggestion from Agent Hopton.

This matter was considered by the Executive Conference which does not feel it desirable to employ stenographers for the purpose of assigning them to cities in which Resident Agents may be located and recommends that Agent Hopton's suggestion receive unfavorable consideration.

There is attached, subject to your approval, a letter to Agent Hopton, thanking him for his suggestion.

Respectfully,
For the Conference

Clyde Tolson
Chairman

RECORDED
&
INDEXED

W. R. Glavin
Secretary

66-2554-1522
FEDERAL BUREAU OF INVESTIGATION

DEC 7 1938

U. S. DEPARTMENT OF JUSTICE

TOLSON
FOUR
THE OFFICE

FEDERAL BUREAU OF INVESTIGATION

WASHINGTON, D. C.

WRG:atw

November 21, 1938

MEMORANDUM FOR THE DIRECTOR

The Conference consisting of Messrs. Tolson, Nathan, Clegg, Foxworth, Quinn Tamm and Glavin considered suggestions of Messrs. E. A. Tamm and A. H. Crowl concerning the setting up of a Christmas tree in the Bureau this year at an early date.

Mr. Tamm points out that the Christmas tree last year was a great success and if immediate steps are taken for a bigger and better Christmas tree this year, he believes that our success would be much greater than last year. He suggests it would be well just prior to Thanksgiving to start a few fliers at Washington announcing that a tree will be established and otherwise to give the tree a preliminary buildup.

Mr. Crowl points out that last year the tree was a success in cash contributions in the amount of \$95.46 being secured and numerous other clothing and staple contributions being received. Mr. Crowl also points out that we may desire to afford field employees the opportunity to contribute to the fund. This was not done last year.

The Conference is in agreement that the Bureau should lay plans for its Christmas Tree at an early date this year. It recognizes Mr. Tamm's statement that the Department beat us to the punch last year by establishing their trees before we had ours set up. Certain representatives of the Bureau have ^{been} recommended as key representatives to insure a proper coverage of any circulation made by the Bureau concerning the tree. The following representatives have been suggested and if approved by you, a meeting will be called within the next several days outlining the desires of the Bureau in this regard and having the circularization made.

Identification Division

Mr. Engert

Mrs. Welliver

Mrs. Bush

Mr. Nimmins

Mr. Simpson

Miss Dawson

Mr. Marlow

Mrs. Seal

RECORDED

Technical and Statistical Section

Recording Section

Posting Section

Card Index Section

Assembly Section

Typing Section

Messengers

Front Office Stenographers

66-2554-1523

FEDERAL BUREAU OF INVESTIGATION

DEC 7 1938

U. S. DEPARTMENT OF JUSTICE

ORIGINAL FILED IN 66-5745-93

November 21, 1938

Investigative Division

Mrs. Morton

Training and Inspection Division

Miss Biles

Crime Records Section

Mrs. Burkart

Miss Croyle in the Chief Clerk's Office will cover that office, the Director's Office and Mr. Glavin's Office.

Concerning Mr. Crowl's suggestion that the field be given an opportunity to contribute, the Conference recommends against this in view of the fact the various field employees undoubtedly have their own plans for assisting the needy at Christmas time.

The Conference also discussed the possibility of assisting some of the needy known by employees of the Bureau, pointing out that the needy families of its employees or former employees would be assisted through this Christmas tree. One case in particular was mentioned; that is the case of the family of the late Jose Roca, which family it is understood to be almost destitute at the present time.

The Conference recommends that an immediate circularization be made after the approval of the Committee by the Director and that staple contributions, such as clothing, canned stuffs, et cetera be immediately accepted; that the Christmas tree proper be set up approximately ten days to two weeks before the Christmas holidays. The Conference is of the further opinion that the distribution of the articles and food stuffs contributed be made by the Bureau to recognized agencies endeavoring to pick agencies which were not recipients of the contributions made by Bureau employees last year.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

OK - H.

HHC:EG

December 2, 1938

MEMORANDUM FOR THE DIRECTOR

Mr. Glegg pointed out that, in calling on various graduates of the FBI National Police Academy, he had observed that some of them had attended local schools conducted by a Conference of Mayors, by the Board of Education of the State or by other state-wide or county-wide agencies, and a rather elaborate diploma, more in appearance like a school diploma, was framed and on the wall near the officer's desk. In every instance, in the place of honor would be the diploma issued by the FBI National Police Academy. However, in appearance, this diploma of the Bureau always fell far short of the appearance of other diplomas possessed by the graduate.

It is realized that the Mechanical Section does the best job it can with the equipment it possesses in the preparation of such diplomas and in view of the equipment available the job is, in fact, an excellent one. Nevertheless, the Bureau's diploma suffers in comparison and the thought was submitted that the Bureau may desire to obtain diplomas printed by the Government Printing Office on a proper type of paper and more nearly the size of a regular school diploma.

The Conference opposed this suggestion in view of the fact that the Police Academy could not involve the expense and it would perhaps be unwise at this time to incur any expenses as incident to operation of the Academy. This decision was unanimous.

Those present were Messrs. Tolson, Nathan, E. A. Tamm, Cowl, Quinn Tamm and Glegg.

Respectfully,

FOR THE CONFERENCE

RECORDED

Clyde Tolson
Chairman

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 7/9/90 BY SP5C/10m3

cc-Mr. Glavin

66-2554-1524

FEDERAL BUREAU OF INVESTIGATION
E. A. Glavin
Secretary
U. S. DEPT. OF JUSTICE

7/11/38

REC:BG

December 2, 1938

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered the suggestion made by Special Agent H. Chaffetz during a recent retraining school that investigative reports show the office of prosecution as well as the office of origin in the form of the report. This was recommended upon unfavorably by the Conference since this information, it was felt, was unnecessary and since the designation of copies to United States Attorneys would clearly reflect the office of prosecution, and the office of origin in supervising the case should naturally observe that the office of prosecution does receive copies of reports. In the vast majority of instances, the offices of origin and prosecution are the same. To repeat such data in the form of the report is unnecessary, it is believed.

Agent Chaffetz is being advised accordingly, if approved.

Those present were Messrs. Tolson, Nathan, E. A. Tamm, Crowl, Quinn Tamm and Clegg.

Respectfully,

FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

cc - Mr. Glavin

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/9/90 BY SP5C1110MS

ORIGINAL FILED IN 66-2435-9

RECORDED 66-2554-1534X

FEDERAL BUREAU OF INVESTIGATION
DEC 13 1938
U. S. DEPARTMENT OF JUSTICE
TOLSON CLEGG HRS. J.

HHC:RS

December 2, 1938

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered the attached list of recommendations made by Mr. Clegg for police agencies to be invited to attend the January, 1939 session of the FBI National Police Academy, and also the alternates, from which a total of thirty-eight police representatives are to be selected to attend the Academy.

Mr. Nathan was, as a general principle, opposed to inviting a department to send a second representative. All others, however, favored this policy due to the fact in many instances promotions of the previous graduate prevented his continuing as an instructor and therefore the Bureau did not desire to interfere with such promotions.

Mr. Tolson and Mr. Tamm objected to the Louisiana State Police being invited to send a representative in view of their recent action and attitude. Mr. Clegg had told General Guerre that he felt sure that the Director would be pleased to give his application his personal consideration for the January school but more definite commitments were not made. Mr. Clegg and others present were of the opinion that the Bureau should extend an invitation to the Louisiana State Police in view of the present status of the relationship following Mr. Clegg's conference with them and also because the previous graduate in that department is now Assistant Superintendent and they are desirous of sending their instructor to the Bureau's school so that he may become better qualified as an instructor. The majority agreed with this viewpoint.

RECORDED

If the attached list is approved, the field offices will be notified by telegram of their selection so that arrangements can be made to send invitations promptly to those departments which will accept the invitation. Those present were Messrs. Tolson, Nathan, E. A. Tamm, Crowl, C. Tamm and Clegg.

Respectfully submitted,
For the Conference

Clyde Tolson, Chairman

W. R. Glavin, Secretary

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/9/90 BY SPSC/ldms

CC: Mr. Glavin

Mr. Tolson
Mr. Nathan
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Crowl
Mr. Dawsey
Mr. Egan
Mr. Foxworth
Mr. Glavin
Mr. Harbo
Mr. Lester
Mr. McIntire
Mr. Nichols
Mr. Quinn Tamm
Mr. Tracy
Miss Gandy

66-2554-1524X1
FEDERAL BUREAU OF INVESTIGATION
DEC 17 1938
U. S. DEPARTMENT OF JUSTICE

December 2, 1938

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered the suggestion of Special Agent A. G. Berens of the St. Paul office that the present practice be discontinued whereby, upon the receipt of an undeveloped lead to file a stop notice with the state registration automobile bureau, the office filing the stop notice would write to the office requesting that this be done, advising that the work had been performed. He felt that two alternative suggestions might correct this:

- (1) That the office submitting the lead not be notified that the stop notice was placed but should assume that this action had been taken.
- (2) That a copy of the letter to the registration bureau, requesting that the stop notice be filed, be furnished to the office sending the lead and this would constitute sufficient notification.

The Conference believed there was merit in the second suggestion submitted and recommended a bulletin be issued that where such a situation arises, a letter be used in filing the stop notice with the state registration bureau; that a copy of this letter be forwarded to the office of origin, to the office suggesting the undeveloped lead, and to the Bureau; and that this would be sufficient notification.

Those present were Messrs. Tolson, Nathan, E. A. Tamm, Crowl, Quinn Tamm and Clegg.

There is attached hereto a bulletin in keeping with the above recommendation, if approved, and a letter to Agent Berens has been prepared.

Respectfully,

RECORDED
FOR THE CONFERENCE

Clyde Tolson
Chairman

cc-Mr. Glavin

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/9/90 BY SP5C1/oms

66-2554-1524X2

INVESTIGATION

DEC 20 1938

F. R. Glavin

Secretary

MINOR

MAJOR

FILE

INDEX

SEARCHED

SERIALIZED

FILED

December 6, 1938

QT:APS

62-23951-3853

MEMORANDUM FOR THE DIRECTOR

The Executives' Conference, Messrs. Tolson, Nathan, E. A. Tamm, Clegg, Crowl and Mr. Quinn Tamm being present, considered the suggestion of Charles R. Carson, Chief Clerk of the Indianapolis office, in which Mr. Carson suggests that the fingerprints of escapees from all institutions be entered in the single fingerprint file, that the field divisions furnish this information to the Identification Division, and that the fingerprints then be placed in the active single fingerprint file.

The Conference was unanimously opposed to this suggestion, pointing out that it would necessitate a great deal of work on the part of the field divisions, and that the file would grow to a point where it would no longer be practical, due to the difficulty encountered in receiving notification of the apprehension of these individuals after they escape.

If you approve, there is a letter attached hereto, thanking Mr. Carson for his suggestion.

Respectfully,
FOR THE CONFERENCE:

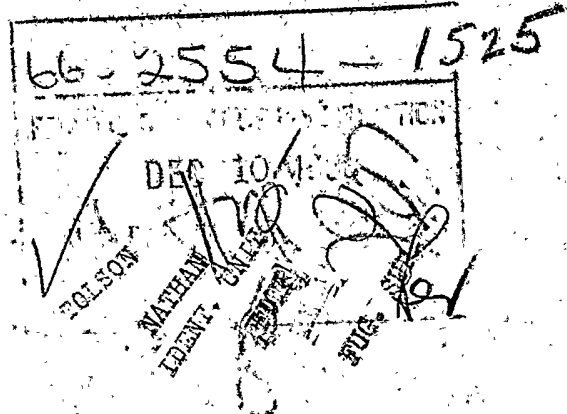
Clyde Tolson,
Chairman

W. R. Glavin,
Secretary

Mr. Tolson _____
Mr. Nathan _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Crowl _____
Mr. Egan _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Harbo _____
Mr. Lester _____
Mr. McIntire _____
Mr. Nichols _____
Mr. Tracy _____
Miss Gandy _____

RECORDED

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/9/90 BY SP5C/IDMS



ORIGINAL FILED IN 62-23951-3853

FEDERAL BUREAU OF INVESTIGATION

WASHINGTON, D. C.

December 2, 1938

HHC:EG

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered the suggestion contained in the letter from the Miami office reporting the quarterly conference of Agents that Resident Agents be furnished Interoffice Identification Bulletins to be maintained as a part of each Resident Agent's files.

The Conference recommended unfavorably in connection with this suggestion, due to the fact it was not believed that Resident Agents should establish any more files than absolutely necessary and this was another instance when it was not believed to be necessary since such records are filed in field offices and by process of indexing names in reports the subject of such a bulletin, when reported upon by a Resident Agent, could be identified as such subject by the field office. It is believed that in so far as possible the Bureau should avoid the establishing of too elaborate an administrative system in the offices of Resident Agents.

In the event the above is approved, the Miami office is being advised accordingly.

Those present were Messrs. Tolson, Nathan, E. A. Tamm, Crowl, Quinn Tamm and Clegg.

Respectfully,

FOR THE CONFERENCE

Glyde Tolson
Chairman

RECORDED

W. R. Glavin
Secretary.

cc-Ltr. Glavin.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/9/90 BY SP5C/LDM/S

66-2554-1525X

FEDERAL BUREAU OF INVESTIGATION
DEC 4 1938
U. S. DEPARTMENT OF JUSTICE
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66-2534-4506

MM

CHANGED TO
1-3094-17

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323.013
DATE 7/9/90 BY SP5C/ldms

HHC:BG

December 12, 1938

MEMORANDUM FOR THE DIRECTOR

Re: Conferences on Training and Police Standards.

The Executive Conference, those present being Messrs. Tolson, Glavin, Nathan, E. A. Tamm, Quinn Tamm and Clegg, considered the correspondence received from Mr. Wiltberger of San Jose College and also the memoranda prepared by Mr. Clegg with reference to this matter, and with further reference to the proposed conference tentatively scheduled for February 6 on the subject of "Police Training." The Conference desires to point out its observations as follows:

RECORDED

I. Conference on Training

The Director has approved the names of twelve police officials to attend this conference. Mr. Clegg and Professor of Education have conferred with reference to plans for the conference. Professor Cushman is now endeavoring to ascertain if the Office of Education will be prepared to call this conference into session and to pay the cost of transportation and other expenses for the attendance of these twelve men. The names of the twelve are as follows:

1. Superintendent Edward J. Kelly, Rhode Island State Police, Providence, R. I.
2. John L. Sullivan, Chief of Police, Pittsfield, Mass.
3. Andrew J. Kavanaugh, Director of Public Safety, Wilmington, Del.
4. Captain Hubert E. Dax, Police Department, Milwaukee, Wisc.
5. Captain R. R. McDonald, Police Department, Los Angeles, Calif.
6. Captain George D. Callan, Police Department, Newark, N. J.
7. Captain James G. Downs, Police Department, Baltimore, Md.
8. Captain L. E. Bowery, Police Department, Wichita, Kans.
9. Ellsworth E. Evans, Assistant Attorney General, Pierre, S. D.
10. Huile Vallet, Director, Police Training, Police Department, Seattle, Wash.
11. Lieutenant Patrick Lenahan, Police Department, Cleveland, O.
12. Captain Sherman Cannon, Police Department, Jacksonville, Fla.

12-12-38.

In the event the Office of Education can pay the expenses of this conference, it is recommended that it be held in the training school rooms of the Bureau and that Professor Cushman be asked to act as conference leader, due to his experience in this type of work in which he specializes.

Among the points to be considered, Mr. Clegg has suggested the following:

- ✓ 1. Police training methods
2. Police training to be conducted under control of police officials
3. The making of funds available under the George-Dean Act for public service training of police, only with the joint approval of the Office of Education and the FBI
4. Recommendation that training schools be conducted locally or within the department by the department, rather than develop a tendency toward zone or state-wide schools
- ✓ 5. The question as to whether there should be a standardized course of training or whether the program should be prepared after a study or survey of the needs of the individual departments
- ✓ 6. Consideration of the suggestion that "the training in police techniques" not be made available to others than those engaged in law enforcement work
- ✓ 7. The recommendation that fingerprint identification work and scientific crime detection methods not be taught as a usual rule by correspondence
- ✓ 8. The question as to the place of colleges and universities in police training work
- ✓ 9. The recommendation that the conference oppose police training schools operated by private individuals and for commercial purposes

This matter is at present awaiting a decision in the Office of Education as to whether they will finance the meeting to be held in February, 1939.

II. Conference on Establishment of Police Standards and Policies

The following names were recommended by Mr. Filtberger for consideration to attend this conference which, the Executive Conference believed, should not be considered further until after the conference on police training, above described, has been held and the results determined

(there is indicated after each name the opinion of the Executive Conference as to the desirability of inviting the individual recommended by Mr. Wiltberger):

1. M. D. Benesh, Chief Statistician, Los Angeles County Sheriff's Office, Los Angeles, Calif. - Recommended unfavorably by the Executive Conference as he is a subordinate and not sufficiently outstanding.
2. Captain Ross R. McDonald, Director of Police Training School, Police Department, Los Angeles, Calif. - Recommended favorably by the Executive Conference. McDonald is a graduate of the FBI NPA.
3. Captain Arthur D. Layne, Director, Bureau of Personnel, Police Department, San Francisco, Calif. - The Executive Conference felt that Chief Quinn should be invited and if, because of the World's Fair, he could not attend that Captain Layne be approved.
4. Chief Harry M. Niles, Portland, Oregon, Police Department. The Conference recommended unfavorably in view of his past undesirable attitudes.
5. Chief D. W. Wilson, Wichita, Kansas, Police Department. The Conference recommended unfavorably and is recommending that the graduate of the FBI NPA from the Wichita Police Department, Captain L. E. Bowers, come instead of Chief Wilson.
6. Superintendent of Identification V. A. Leonard, Fort Worth, Texas, Police Department. - Recommended unfavorably as his work is too specialized in the field of communication work; also because he is too subordinate and too weak a member to contribute anything of value.
7. Director of Public Safety Homer Garrison, Jr., Head of the Texas State Police, Austin, Texas. - Recommended favorably.
8. Supervising Inspector Fred Bly, California Highway Patrol. Recommended unfavorably as he is not sufficiently well known and there are enough representatives from the West Coast already.
9. Chief Howard Zink, Palo Alto, Calif., Police Department. Recommended unfavorably. His work is unimpressive and so is he. Likewise, he, too, is from California, already adequately represented.

12-12-38.

10. Chief Robert Powers, Bakersfield, Calif., Police Department. Recommended unfavorably for same reasons as Chief Zink above.
11. Chief J. N. Black, San Jose, Calif., Police Department. Recommended unfavorably for same reasons as Chiefs Zink and Powers.
12. Chief J. A. Greening, Berkeley, Calif., Police Department. Approved. Although he is from California, he is recognized on a broader basis for his work than other unknowns from California.
13. Chief Bodie A. Wallman, Oakland, Calif., Police Department. Recommended unfavorably for same reasons as Chiefs Zink, Powers and Black.
14. Lieutenant Don L. Kooker, Head of Indiana State Police Training School, Indiana University, Bloomington, Indiana. Recommended unfavorably, as this organization has sent another representative who has already graduated from the Police Academy to handle training.
15. Commissioner Oscar G. Olander of the Michigan State Police, East Lansing, Michigan. Recommended unfavorably because of his varying and variable attitudes.
16. Director of Public Safety Eliot Ness of Cleveland, Ohio. Recommended unfavorably, as he is too wild in the field of publicity and would try to cash in on his alleged "G-Man" connections.
17. Inspector Cornelius Cahalane, Port of New York Authority, New York City. Recommended favorably.
18. Director of Public Safety Andrew J. Kavanaugh, Wilmington, Delaware. Recommended favorably.
19. Professor James J. Robinson, Director of Police Training, University of Indiana, Bloomington, Indiana. Recommended favorably as a representative of the university point of view.
20. Undersheriff George Brereton, San Diego County Sheriff's Office, San Diego, Calif. Recommended unfavorably as there have already been enough selected from California and he is not a sufficiently important figure.
21. Dr. August Vollmer, 923 Euclid Avenue, Berkeley, Calif. Recommended favorably, although it is believed that he could not attend on account of his health.

12-12-38.

In addition to the above, consideration was given to the suggested names in Mr. Clegg's memorandum and the following were approved for consideration:

1. Superintendent Edward J. Kelly, Rhode Island State Police, Providence, R. I.
2. Chief of Police Joseph Kluchesky, Milwaukee, Wisc.
3. Chief of Police John L. Sullivan, Pittsfield, Mass.
4. Commissioner James P. Allman, Chicago, Ill.
5. Mr. Bruce Smith, Institute of Public Administration, 302 East 35th Street, New York City.
6. Chief of Police Joseph T. Owens, Rome, N. Y.
7. Sheriff Sam M. Owens, Duluth, Minn.
8. Captain George D. Callan, Police Department, Newark, N. J., President of FBI NPA Associates.
9. Commissioner of Police Clifford Davis, Memphis, Tenn.
10. Chief of Police H. A. Alber, Des Moines, Iowa.
11. Colonel Lynn C. Black, Superintendent, Ohio State Highway Patrol, Columbus, Ohio.
12. Colonel William P. Screws, Vice President, Board of Commissioners, Montgomery, Ala.
13. J. L. Balderston, Commissioner of Idaho State Highway Patrol, Boise, Idaho.
14. Captain of Detectives John T. Taylor, Police Department, Fort Payne, Ind., graduate of FBI NPA.
15. Chief of Police Lou W. Gammell, Reno, Nev. Graduate of FBI NPA.
16. Professor Albert Coates, Director, The Institute of Government, Chapel Hill, N. C.
17. Captain John S. Arnold, Chief of Police, Alexandria, Va.
18. Mr. William A. Wiltberger, Director, Police School, San Jose State College, San Jose, Calif.
19. Commissioner H. A. Pickert, Detroit, Mich.

Suggested subjects from which may be selected a few for consideration and action by this conference are as follows:

1. Standardization of qualifications for police personnel.
2. Standardization of police efficiency reports.
3. Standardization of personal descriptive data.
4. Standardization of firearms equipment.
5. Public relations problems.
6. The use of motorcycles - their value and their danger to personnel.
7. The problem of keeping police training under the control and supervision of the police.
8. The advisability or inadvisability of uniform standard police curricula.

12-12-38.

9. Standardization of traffic control methods.
10. Standardization of communications systems.
11. Standardization of inter-police correspondence.
12. Standardization of an organization scheme for small, medium-sized and large police organizations.
13. Establishing a clearing house for missing persons.
14. Uniform traffic laws.
15. Promotion of the uniform records system.
16. Parole and probation problems.
17. Promoting the reporting of dispositions.
18. Handling undeveloped leads to other police agencies.
19. Suggestions for the construction of police headquarters buildings for small, medium and large departments.
20. Standardization of fingerprint identification card and fingerprint identification matters.

It was recommended by the Executive Conference that no further action be taken toward promoting this larger conference on police standards and policies until after the results of the first conference on police training had been observed. After that time, if it is deemed desirable to hold this larger conference on police standards and policies, then further study will be given to the possibilities of financing or paying the expenses for this conference.

III. The Holding of a Session of the FBI National Police Academy at San Jose State College

The Conference considered the recommendation of Mr. Wiltberger as to this project and it was unanimously opposed by all members of the Executive Conference for the reason that if a session were to be held on the West Coast, there would be similar requests from other sections of the country, and if a session were held during the San Francisco Fair, the New York Fair Association would probably want a session held there. The training facilities and equipment of the Bureau are not available other than in Washington to the fullest degree and the known facilities of the San Jose State College are primarily one classroom which would be inadequate.

Mr. Clegg desired to communicate the expressed opinion of Professor Cushman, which apparently represents the viewpoint of the Office of Education, that a working, functioning conference should consist of no more than twelve to fifteen individuals to obtain the best results.

Respectfully,

FOR THE CONFERENCE

cc-Mr. Glavin

Clyde Tolson
Chairman

F. R. Glavin
Secretary

QT:APS

#62-24798-324

November 23, 1938

MEMORANDUM FOR THE DIRECTOR

The Executives' Conference, Messrs. Tolson, Glavin, Nathan, Foxworth, Clegg and the writer being present, considered the suggestion submitted by Mrs. Lucile H. Wilson, Stenographer of the Indianapolis, Indiana Field Division. Mrs. Wilson suggests that the form used by the field divisions in requesting from a local law enforcement agency the disposition of persons arrested be changed to include on this disposition sheet a place for the date of the disposition. The Conference was unanimous in approving this suggestion.

The employee also suggests that the word "Inclosure" be included on this disposition sheet. The Conference does not feel that this is necessary and recommends that it not be placed on the disposition sheet.

If you approve the above, it is suggested that when the next supply of these forms is ordered, the suggested change be made in them.

A letter has been addressed to Mrs. Wilson.

Respectfully,
FOR THE CONFERENCE:

Clyde Tolson,
Chairman.

R. E. Glavin,
Secretary.

RECORDED

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/9/90 BY SP5G110MS

Mr. Tolson _____
Mr. Nathan _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Crowl _____
Mr. Egan _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Harbo _____
Mr. Lester _____
Mr. McIntire _____
Mr. Nichols _____
Mr. Tracy _____
Miss Gandy _____

66-2354-7527
DEC 18 1938
TOLSON
TAMM
HARRIS

EAT:MPW

December 5, 1938

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered a suggestion of Special Agent D. B. Hickman outlined in a letter from the New York Office dated November 19, 1938, that information concerning the use of a sorting machine in the headquarters of the National Maritime Union be furnished to all field offices together with information as to classifications utilized in making searches through this Union.

The Conference is of the opinion that this information is of such a highly specialized nature as to make it of value only on infrequent occasions and consequently does not recommend the inclusion of this data in a Bulletin for transmittal to the entire Bureau's Service. The Conference feels that this data should be furnished the supervisors of the Investigative Division for their information and this step is being taken.

The New York Office is being advised of the Bureau's attitude towards this suggestion.

Those attending the Conference were Messrs. Tolson, Nathan, Clegg, Q. Tamm, Crowl, and E. A. Tamm.

Respectfully,
For the Conference

Glyde Tolson, Chairman

W. R. Glavin, Secretary

Mr. Tolson _____
Mr. Nathan _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Crowl _____
Mr. Egan _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Harbo _____
Mr. Lester _____
Mr. McIntire _____
Mr. Nichols _____
Mr. Tracy _____
Miss Gandy _____

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/7/86 BY SP5C/10MS

RECORDED

66-2554-1528
FEDERAL BUREAU OF INVESTIGATION
DEC 14 1938
U. S. DEPARTMENT OF JUSTICE
WILSON
TAMM
FOUR
INDEXED

ORIGINAL FILED IN 66-1934-5839

EAT:MEW

January 7, 1939

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered the attached Bureau Bulletin relative to Espionage Investigations and were unanimously in favor of issuing same to the field.

Those in attendance were Messrs. Tolson, Nathan, Clegg, G. Tamm and E. A. Tamm.

Respectfully,
For the Conference

Clyde Tolson, Chairman

W. R. Glavin, Secretary

Enclosure

RECORDED
&
INDEXED

66-2554-1528X

FEDERAL BUREAU OF INVESTIGATION
JAN 17 1939
U. S. DEPARTMENT OF JUSTICE
TOLSON TAMM LOVE

Mr. Tolson _____
Mr. Nathan _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Crowl _____
Mr. Egan _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Harbo _____
Mr. Lester _____
Mr. McIntire _____
Mr. Nichols _____
Mr. Tracy _____
Miss Gandy _____

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,03
DATE 7/9/90 BY SP5AL/MS

RECEIVED - DIRECTOR
JAN 11 4 02 PM '39

ORIGINAL FILED IN 66-5424-19

NRG:ratw

October 12, 1938

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 7/19/96 BY SP5C110ms

MEMORANDUM FOR THE DIRECTOR

The Conference consisting of Messrs. Nathan, E. A. Tamm, Glegg and Glavin considered a memorandum submitted by A. H. Belmont, Supervisor in the Chief Clerk's Office concerning Bendix Hydraulic Steering Stabilizers.

Mr. Belmont in his memorandum to Mr. Glavin on October 5, 1938, reports that he has witnessed tests conducted to show the efficiency of these stabilizers at College Park Air-port, College Park, Maryland on October 3, 1938.

Agent Belmont is of the opinion that this device would be of great value to the bureau owned automobiles during a chase where the risk of a blowout or fast driving on narrow roads with soft shoulders of sand or mud would be greatly minimized. He does not believe, however, that the tests witnessed by him should be accepted as conclusive as they do not represent actual conditions which might be incurred by bureau employees. He recommends that several of the bureau cars be equipped with these stabilizers and put into actual use to determine their efficiency over a period of time. He points out that the stabilizer for use on ordinary passenger cars retails at \$18.00, the cost to the Government being \$9.00 approximately.

The Conference recommends against securing these devices for all of the bureau's automobiles. It does recommend, however, that this device should be placed on the automobiles used both at Quantico and Camp Richie for the firearms course and that periodical reports be submitted by firearms instructors concerning the value of it under actual conditions. It is pointed out that the course fired necessitates going over rough ground and this should show quite definitely the value of the stabilizer in question.

If approved by you, appropriate instructions will be issued to the Chief Clerk's Office to have the necessary device purchased and installed.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Mr. Tolson.....
Mr. Nathan.....
Mr. E. A. Tamm.....
Mr. Glegg.....
Mr. Coffey.....
Mr. Crowl.....
Mr. Dawsey.....
Mr. Egan.....
Mr. Foxworth.....
Mr. Glavin.....
Mr. Harbo.....
Mr. Lester.....
Mr. McIntire.....
Mr. Nichols.....
Mr. Quinn Tamm.....
Mr. Tracy.....
Miss Gandy.....

66-2504-1529

HHC:BG

December 2, 1938

MEMORANDUM FOR THE DIRECTOR

Judge Holtzoff has forwarded to the Bureau a communication from Under Secretary Wells of the State Department dated November 12, 1938, with an inclosure in which are listed the schools that are authorized by the President on authority from Congress to permit citizens of American republics to receive instruction in such schools as are maintained and administered by the Government of the United States or by the departments or agencies thereof. The inclosure lists the Naval Academy and a few other schools, none of them operated by a law enforcement agency, however.

In an additional inclosure accompanying this communication, there is this statement: "The Department of Justice has informed the Department that there are no educational institutions or schools under the supervision of the Department of Justice that come within the scope of the statute, unless possibly the In-Service Training Course for prison officers, conducted by the Bureau of Prisons, could be so considered. Further information regarding this instruction will be sent to the field as soon as possible." Reference is made in the same Confidential Memorandum - For Staff Use Only, to the Coast Guard Academy of the Treasury Department.

The Executive Conference considered the inquiry as to whether the Bureau would desire the FBI National Police Academy listed in the inclosure and it was the unanimous opinion that it should not be listed as the Bureau would not desire to attract undesirables who might be designated, by some of the caribbean republics in particular, for this purpose. It was suggested, therefore, that this communication be forwarded to the files without any further action.

Those present were Messrs. Tolson, Nathan, E. A. Tamm, Crowl, Quinn Tamm and Clegg.

RECORDED

Respectfully,

FOR THE CONFERENCE

DEC 13 1938

Clyde Tolson
Chairman

E. A. Glavin
Secretary

cc-Mr. Glavin

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/9/98 BY SP5/clm/s

ORIGINAL FILED IN 1-4-4222

HHC:EG

December 2, 1938

MEMORANDUM FOR THE DIRECTOR

4715
✓
The Executive Conference considered the suggestion of Special Agent L. V. Boardman that when officers attend police training schools throughout the country, which are addressed by representatives of the Bureau, a notation to this effect be placed in the field office files relating to the law enforcement agencies represented, in order that a review of these files will show the identity of police officers who have been trained.

The Executive Conference disapproved this suggestion as unnecessary and too burdensome for any practical value which it might have. Then calling at police departments, the Agents should call on the Chief of Police and on the chief of the particular division interested in the problem of the Agent rather than on the individual patrolman or detectives who have attended some special school which was not operated under the exclusive control of the Bureau.

If this is approved, Agent Boardman is being advised accordingly.

Those present were Messrs. Tolson, Nathan, E. A. Tamm, Crowl, Quinn Tamm and Clegg.

Respectfully,

FOR THE CONFERENCE

Clyde Tolson
Chairman

RECORDED

W. R. Glavin
Secretary

cc-Mr. Glavin

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,413
DATE 7/9/96 BY SP5C110ms

66-2554-1531

FEDERAL BUREAU OF INVESTIGATION
RECEIVED
U. S. DEPARTMENT OF JUSTICE
TOLESON
CLERK
FOUNTAIN

ORIGINAL FILED IN 66-63536

JOHN EDGAR HOOVER
DIRECTOR

FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE
WASHINGTON, D. C.

EAT:JCR

December 5, 1938.

MEMORANDUM FOR THE DIRECTOR

The Executive Conference composed of Messrs, Tolson, Nathan, Clegg, Quinn Tamm, Cowl and E. A. Tamm considered the attached bureau bulletin relative to the "Fingerprinting and photographing of persons interrogated" in the various field offices, and recommend that the instructions contained therein be furnished to the field.

Respectfully,
For the Conference

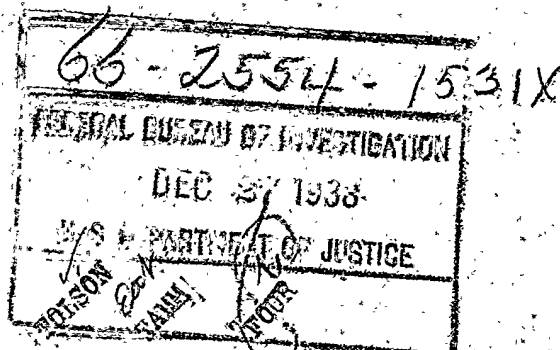
Clyde Tolson, Chairman

W. R. Glavin, Secretary.

ORIGINAL FILED IN 66-4926-21

RECORDED

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/9/90 BY SP5ail oms



WRG:atw

December 12, 1938

MEMORANDUM FOR THE DIRECTOR

The Conference consisting of Messrs. Tolson, Nathan, Clegg, E. A. Tamm, Quinn Tamm and Glavin considered the suggestion submitted by Stenographer Agnes Townley of the Birmingham Office, wherein she suggests a code word be adopted to cover the following phrase: "Wire amount bond, date and place returnable".

Mr. Skousen, Communications Section supervisor in a memorandum to Mr. Crowl suggests certain code words for use to cover this phrase.

The Conference is of the opinion that additional code words of the type suggested by Miss Townley not be approved at the present time. It is pointed out that the Bureau at the present time has numerous extra code words and a continuance of the practice will result in confusion in the deciphering of telegrams and teletype messages.

If you approve, there is attached hereto a communication addressed to Miss Townley concerning this matter.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson, Chairman

W. R. Glavin, Secretary

Mr. Tolson
Mr. Nathan
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Crowl
Mr. Dawsey
Mr. Egan
Mr. Foxworth
Mr. Glavin
Mr. Harbo
Mr. Lester
Mr. McIntire
Mr. Nichols
Mr. Quinn Tamm
Mr. Tracy
Miss Gandy

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/9/96 BY SP5C/Loms

RECORDED

66-2554-1532

FEDERAL BUREAU OF INVESTIGATION
DEC 17 1938
U. S. DEPARTMENT OF JUSTICE
TOLSON
FOUR

ORIGINAL FILED IN 66-2554-1532

December 6, 1938

CT:APS

MEMORANDUM FOR THE DIRECTOR

The Executives' Conference, Messrs. Tolson, Nathan, E. A. Tamm, Clegg, Crowl and Mr. Quinn Tamm, considered the suggestion of Special Agent S. J. Drayton that when local law enforcement agencies request wanted notices in cases in which the Bureau is interested, the field division be advised that such a wanted notice is placed.

The Conference was unanimous in its approval of this suggestion and if you approve, it will be placed into effect.

A letter has been addressed to Agent Drayton.

Respectfully,
FOR THE CONFERENCE:

Clyde Tolson,
Chairman

W. R. Glavin,
Secretary

Mr. Tolson _____
Mr. Nathan _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Crowl _____
Mr. Egan _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Harbo _____
Mr. Lester _____
Mr. McIntire _____
Mr. Nichols _____
Mr. Tracy _____
Miss Gandy _____

RECORDED

66-2554-1533
FEDERAL BUREAU OF INVESTIGATION
DEC 10 1938
U. S. DEPARTMENT OF JUSTICE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 7/9/90 BY SP5CJL/MS

ORIGINAL FILED IN 62-24151-207

HHC:ES

December 13, 1938

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered the suggestion related by Mr. Clegg that the members of the first Kidnap Squad School objected to the nickel-plated flash lights as a desirable type of flash light. It was indicated that it is necessary to hide these flash lights under coats to keep street lights and the moon from being reflected on the nickel flash light case, thus attracting attention to the Agent and making him a target.

It was recommended by Mr. Campbell of this school and concurred in by the remaining members of the class that the standard type of flash light to be issued should be a two cell, Eveready style, black composition type of flash light with a definite, fixed focusing reflector.

The Executive Conference considered this suggestion and was unanimous in the opinion that in purchasing future flash lights dark colored flash lights might be obtained, but the Conference was not in favor of throwing away the present flash lights, which might in fact be covered by black adhesive tape or might be painted black in the event this is desired by the field offices.

Those present were Messrs. Tolson, Glavin, Nathan, E. A. Tamm, Coffey, Q. Tamm and Clegg.

Respectfully submitted,
For the Conference

RECORDED

Clyde Tolson, Chairman

W. R. Glavin, Secretary

Mr. Tolson
Mr. Nathan
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Crowl
Mr. Eawaey
Mr. Egan
Mr. Foxworth
Mr. Glavin
Mr. Harbo
Mr. Lester
Mr. McIntire
Mr. Nichols
Mr. Quinn Tamm
Mr. Tracy
Miss Gandy

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 393,613
DATE 7/9/90 BY SP5CUDms

CC: Mr. Glavin

66-2554-1533X

FEDERAL BUREAU OF INVESTIGATION

JAN 6 1939

W. R. Glavin, Secretary

TOLSON Tamm TOUT

ORIGINAL FILED IN 1-34-51X

(copy-omew)

Federal Bureau of Investigation

EAT:EM

December 15, 1938

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, composed of Messrs. Nathan, Glavin, Q. Tamm and E. A. Tamm, considered the attached bulletin entitled Federal Bank Robbery Act - Guarding Banks, and those in attendance were unanimously in favor of the submission of this bulletin to the field.

Respectfully,
For the Conference

T.

Glyde Tolson, Chairman.

W. R. G.

W. R. Glavin,

91-0-5601

ORIGINAL FILED IN

RECORDED

66-2554-1534	
FEDERAL BUREAU OF INVESTIGATION	
DEC 20 1938	
U. S. DEPARTMENT OF JUSTICE	
TOLSON	TAMM
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ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 2/5/90 BY SP5C/10ms

HMC:BG

December 2, 1938

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered the suggestion of Special Agent in Charge Untreiner that a representative of the U. S. Border Patrol Training School of the Bureau of Immigration and Naturalization, Department of Labor, be accepted in the FBI National Police Academy in accordance with the request of Mr. H. C. Horsley, Chief Patrol Inspector.

The Conference felt that this action should not be taken as the school in question was only one of numerous schools of this organization, conducted locally throughout the United States, and if a representative of this particular school were accepted, other sections of the same organization would desire a similar privilege and this would open the door to all federal investigative agencies and their field divisions. This, it was felt, would be undesirable.

Mr. Untreiner is being advised accordingly, if approved.

Those present were Messrs. Tolson, Nathan, E. A. Tamm, Crowl, Quinn Tamm and Clegg.

Respectfully,

FOR THE CONFERENCE

Clyde Tolson
Chairman

RECORDED

W. R. Glavin
Secretary

cc-Mr. Glavin

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 303,013
DATE 7/9/90 BY SP5C/10ms

66-2554-1535

FEDERAL BUREAU OF INVESTIGATION	
U. S. DEPARTMENT OF JUSTICE	
TOLSON	CLEGG

ORIGINAL FILED IN 1-16-200-1

February 11, 1939

5. It was suggested that employees of a bank be required to furnish their employers the names of banks where they maintain personal accounts as an additional aid in checking on so-called "inside jobs". This too was believed to be an investigative problem to be given consideration after the robbery in the event the facts justify, rather than prior to the robbery.

6. It was suggested that Surety Companies be contacted and urged to advise the banks which they insure as to the procedure to be followed in the event of a bank robbery. For reasons previously outlined, it was not believed that the Bureau should assume this responsibility at this time, as responsibility for ill advised action would be placed on the Bureau.

7. The suggestion was made that confidential informants be developed through subjects of Bureau cases who are now lodged in correctional institutions. The Conference opposed entering penal institutions for this purpose but when a particular interview in a penal institution was indicated as desirable, it should be made and of course this becomes an investigative problem to be considered in connection with each case.

8. It was recommended that a definite procedure for handling bank robbery cases be outlined as follows: Process the scene of the robbery for fingerprints; prevent the bank employees from contacting one another; have people in the vicinity of the robbery interviewed by the State Police in order that the Agent can work with a free hand without interference from the State Police and it will enable the State Police to secure information which can later be followed up by the Agent. The Conference opposed the adoption of any suggested formula for general application, it being felt that each case would suggest a logical development depending upon the circumstances and that such formulas would tend to destroy initiative and tend to cause Agents to be more interested in the formula than in a logical investigation. The Manual contains basic suggestions as to procedure at this time.

9. It was suggested that more thorough investigations be made of applicants for the positions of Special Agent and Special Agent (A), particularly as to their character, integrity, habits and environment. The Conference believed this type of investigation should be very carefully made but that in the absence of any specific case cited it was impossible to determine the inaccuracies which were inferred by the suggestion.

10. The suggestion was made by inference that disciplinary problems arose due to youth of Agents being appointed. The Conference was opposed to changing the age limits of Agents at this time.

February 11, 1939

11. It was indicated that Bureau personnel as a whole was "suffering from mental and physical fatigue". It is to be pointed out that annual leave is given and, in fact, urged upon employees and what further action could be taken in this regard, if indeed any were necessary, was unknown to this Conference in the absence of any examples to support this conclusion.

12. It was indicated that some Agents had a tendency to cut corners which "would have the effect of the possibility of the development of laxity". If the premise is correct the conclusion, of course, is correct but the Bureau urges thoroughness of investigation and proper supervision would have for its purpose the elimination of this type of laxity.

13. The opinion was expressed that the counselors in the training schools should be mature Agents and that there should be a close fellowship between the Special Agents in Charge and the Agents. The Conference is of the opinion that those Special Agents who serve as counselors in New Agents' classes should have at least two years experience; otherwise, insofar as possible they should be approximately the age of the students in the class in order that they would have the opportunity to serve the purpose desired. As for the second statement that a close fellowship between the Special Agents in Charge and the Agents exist, the Conference felt that this was not desirable in all instances, if at all, as such "fellowship" would tend to break down discipline.

The Washington Field Office is being advised accordingly, if approved.

Respectfully,
For the Conference

Clyde Tolson,
Chairman

W. R. Glavin,
Secretary

CC: Mr. Glavin

HHC:BG

December 13, 1938

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered recommendations for counsellors to attend the session of the FBI National Police Academy beginning on January 9, 1939. Those present were Messrs. Tolson, Glavin, Nathan, E. A. Tamm, Quinn Tamm and Clegg.

It was recommended that Special Agents K. D. Deaderick and J. M. McInerney be selected as the counsellors in this particular session of the Academy and in the event any pending matters prevented either of these Agents from being present Special Agent C. F. Laman was recommended as the first alternate. It will be observed that neither Agent Deaderick nor Agent McInerney has had previous experience but Mr. Clegg was of the opinion that these two Agents might be given preference on this assignment.

Respectfully,

FOR THE CONFERENCE

Clyde Tolson
Chairman

U. R. Glavin
Secretary

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/9/90 BY SP5C110ms

cc-Mr. Glavin

RECORDED

66-2554-1536

FEDERAL BUREAU OF INVESTIGATION	
DEC 19 1938	
U. S. DEPARTMENT OF JUSTICE	
TOLSON	TAMM
GLAVIN	COUGHLIN

ORIGINAL FILED IN 1-4-2350-1

WRG:MTS

December 13, 1938

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, consisting of Messrs. Tolson, Nathan, Clegg, E. A. Tamm, Quinn Tamm, and Glavin, considered a suggestion submitted by Mr. Crowl that special brief cases be secured for the use of Inspectors.

Mr. Crowl, in his memorandum covering this matter, pointed out that it had been brought to his attention by Messrs. Clegg and Tracy that a brief case having a special lock should be secured so that it could be left in the field office overnight without the possibility of any person in the field office gaining access thereto. All brief cases on schedule were exhibited to the Conference and it unanimously recommended that the regular accountant's brief case with a special lock be secured for the Inspectors' use.

Subject to your approval, there is attached hereto a memorandum to Mr. Crowl, requesting that special locks be secured for the accountant's brief cases which are issued to the various Inspectors.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/9/90 BY SP5C/llms

RECORDED

66-2554-1537

FEDERAL	INVESTIGATION
DEC 20 1938	
U. S. DEPARTMENT OF JUSTICE	
TOLSON	TAMM
GLAVIN	TRACY

ORIGINAL FILED IN 66-199737

WRG:atw

December 12, 1938

MEMORANDUM FOR THE DIRECTOR

The Conference consisting of Messrs. Tolson, Nathan, Clegg, E. A. Tamm, Quinn Tamm and Glavin considered the suggestion submitted by Special Agent D. E. Balch that abstract slips covering major cases be maintained permanently and not be destroyed with routine abstract slips which under present Bureau policy are destroyed at the end of three years.

The Conference was also advised that Mr. Laughlin is of the opinion the abstract slips pertaining to all major cases can be permanently retained in the Bureau and the small additional amount of space necessary would be more than offset by the value of having these abstract slips retained for reference purposes.

The Conference is of the opinion all abstract slips covering all phases of the Bureau's work should be maintained on a permanent basis and recommends that instructions be issued to the Files Section that in the future, abstract slips shall not be destroyed at the end of a three year period, but be maintained permanently.

It was pointed out by the Conference that if there is an overcrowding of space in the Files Section, these slips can be moved to dead storage space outside the Bureau's present quarters and would be available for reference purposes if needed.

If you approve, there is attached a memorandum addressed to Mr. Glavin concerning this matter.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson, Chairman

W. R. Glavin, Secretary

RECORDED

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/9/90 BY SP5C/10mS

Mr. Tolson.....
Mr. Nathan.....
Mr. E. A. Tamm.....
Mr. Clegg.....
Mr. Coffey.....
Mr. Crowl.....
Mr. Dawsey.....
Mr. Egan.....
Mr. Foxworth.....
Mr. Glavin.....
Mr. Harbo.....
Mr. Lester.....
Mr. McIntire.....

ORIGINAL FILED IN 66-2534-1533

HN:CSH

December 12, 1938

MEMORANDUM FOR THE DIRECTOR

At an Executives Conference held today, Messrs. Tolson, Clegg, E. A. Tamm, Quinn Tamm, Coffey, Glavin and Nathan being present, consideration was given to the attached form letter for transmission to all Special Agents in Charge in connection with the list of inactive fingerprint contributors in the territories assigned to each office.

The Conference unanimously approved the sending of this letter to the field.

Respectfully,
For the Conference,

Clyde Tolson, Chairman

W. R. Glavin, Secretary

Mr. Tolson _____
Mr. Nathan _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Crowl _____
Mr. Egan _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Harbo _____
Mr. Lester _____
Mr. McIntire _____
Mr. Nichols _____
Mr. Tracy _____
Miss Gandy _____

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U. S. DEPARTMENT OF JUSTICE

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ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/9/96 BY SP5C110ms

HHC:BG

December 12, 1938

MEMORANDUM FOR THE DIRECTOR

A committee composed of Messrs. Gurnea, Connelley, E. A. Tamm and Clegg considered the essentials and requirements for detention rooms and it was believed that to the fullest possible extent these requirements should be sought by all field offices in connection with their detention rooms. It was further believed that the Bureau's detention rooms should comply specifically with these recommendations and serve more or less as a model observed by Agents and Agents in Charge when they are in Washington.

The Executive Conference, those present being Messrs. Tolson, Glavin, Nathan, E. A. Tamm, Quinn Tamm and Clegg, unanimously approved the following requirements recommended by the committee:

(1) Detention Room Doors

There shall be both an inside and outside door to the entrance to the detention cells. The inside door should open toward the interior of the cell. It should be constructed of steel mesh of a durable, substantial type that would definitely restrain a prisoner. It should be mounted on a substantial frame. The mesh should extend over the full length and width of the door in order that a Special Agent on guard could be seated at the door and keep the prisoner under constant surveillance. The hinges to this door should be concealed. The door should be locked from the outside with a padlock, around which there is sufficient solid steel for about 14 inches square which will prevent a prisoner from being able to reach through the mesh to get his hand on the lock.

The outside door should be of solid, durable, substantial metal, opening outwardly, mounted on concealed hinges, locked from the outside with a padlock, the same master key fitting the padlocks to the inside and outside doors which should be locked from the outside only. At a height 5 feet, 2 inches, from the floor there should be an opening 10 inches long and 3 inches wide on which operates a noiseless slide which might be opened for observing a prisoner at any time when both doors are closed, and the opening in question should be covered with $\frac{1}{2}$ inch steel mesh in addition to the slide.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 393,013
DATE 7/9/90 BY SP5/clm/s

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66-2554-1539
FEDERAL BUREAU OF INVESTIGATION

DEC 15 1938

U. S. DEPARTMENT OF JUSTICE
TOLSON

ORIGINAL FILED IN 66-4668-39

12-12-38.

(2) Lighting

The lighting should be so arranged that it will be ample and brilliant, so that before placing a prisoner in the cell the detention room can be searched thoroughly in every nook and corner and so that the prisoner can be observed at all times. There should be a secondary light which could be turned on while the other lights are out and it would still permit the Agent from the outside to observe the prisoner in bed, but this dimmer light would not prevent the prisoner from sleeping. The light bulbs and all glass fixtures, if any are required, should be protected with heavy metal mesh. It was recommended that the lighting fixture be recessed in the ceiling and the mesh screen would be flush with the ceiling, particularly in detention rooms which are to be constructed in the future. Turning the lights on and off should be controlled only from the outside of the cell. The screen protecting the light should either be built in so that it could not be removed by the prisoner or mounted in such a way that it could be locked fast with a padlock which the prisoner could not pick, in order that at no time could a prisoner reach a light bulb or a light fixture which might be broken and the glass used as a weapon or as a means of committing suicide.

(3) Toilets

The toilets should be in the detention room in plain view of the entrance door, not recessed or partitioned off in any way, with no doors. The toilet bowl should be of a single piece of heavy porcelain, with no wooden seats which might be torn off and used as a weapon. The flush box or water container should be built outside of the cell, if necessary within the wall, and there should be no additional plumbing inside the cell. The toilets should be mounted and anchored securely.

It was believed by Messrs. Tolson, E. A. Tamm and Quinn Tamm that a roll of toilet paper should not be placed inside the cell but that this paper might be issued in smaller quantities as needed. Messrs. Nathan, Glavin and Clegg recommended that a roll of toilet paper be made available. It was unanimously recommended that there be no toilet paper fixture inside the detention room.

(4) Wash Bowl

A wash bowl of heavy porcelain-like material and heavy plumbing fixtures should be included in the detention room. The trap, pipes, drain

12-12-38.

and all other plumbing should be concealed and not available within the detention room. There should be a built-in strainer in the drain of the wash bowl. None of the fixtures for turning water on or off should be removable and should be in single pieces without screws or bolts.

(5) Bed

The bed provided in the detention room should be a prison type one piece metal cot with braised or welded joints (no bolts or screws). There should be one mattress, two sheets, a pillow, pillow case and blankets as needed.

(6) Windows

Inside the cell windows, affording adequate protection so that prisoners could not reach the glass in the windows, there should be a heavy metal mesh, fastened with concealed hinges and at least three padlocks, one at the top, one at the bottom and one on the side opposite the hinges. This heavy metal mesh should be sufficiently strong so as to make unnecessary any bars which would identify from the outside this particular room as a detention room. It was recommended that the Washington Field Office make inquiries at appropriate places, including the Bureau of Standards, to determine the size mesh and the size of the metal which would be needed to insure complete safety. The glass in the windows, it was believed, should be opaque with built-in wire mesh.

For ventilation, it was believed that the heavy metal mesh screen on the inside of the window should have a center vent about 14 inches long and $\frac{1}{2}$ inch wide, running length-wise of the screen, through which a Special Agent might insert a piece of metal to raise and lower the window as desired and needed; the piece of metal in question would, of course, be removed by the Agent from the room after the window was adjusted.

12-12-38.

It was recommended that there be no other furniture whatsoever in a detention room and that chairs, desks, tables, X-Ray mirrors and other fixtures, which might be used in fact as a weapon, should not be permitted in the cells, unless an Agent brings a chair in, in which he is to be seated personally while interviewing a prisoner. Such a chair, it is believed, should be equipped with rubber or fibre tips so that the noise would not interfere with the listening device inside the cell.

It was further recommended that bars of soap not be placed in the cell rooms, as a bar of soap could be placed in a sock or stocking and used as a club, but that one small piece of soap about one-half the size of a guest bar of toilet soap be issued as needed to the prisoners.

No towels are to be placed in the detention room, except as specifically needed.

Heating devices, radiators and the like, it is believed, should be in the outside guard room only and not in the cell. Particularly when constructing new detention rooms should this be borne in mind. In the event there are radiators and other heating devices in cells which cannot now be changed, it is believed that they should be firmly anchored and arrangements made so that an Agent only could control the heat and a prisoner could not make the radiator unduly hot so that he might intentionally burn himself and claim that he had been mistreated or that third-degree tactics had been used.

It was believed that the ceilings should be acoustically treated with a sound-proof material to aid the listening device to function properly.

The walls of new detention rooms should be of steel or of concrete construction and an inspection in each field office should immediately be made to make sure that the walls and floors of present detention rooms afford ample protection so that a prisoner could not kick through a thin tile partition and make an escape.

Each detention room should be equipped with a concealed microphone, with a separate wire for each microphone so installed. There should be an ability on the part of an Agent or official conducting an interview to cut off the microphone connection with any loud-speaker, and it was believed that a small slot outside the detention room, which could be operated only by a specially devised key in possession of the SAC, should be used for the purpose of connecting and disconnecting the microphone from the loud-speaker.

If the above recommendations are approved, a letter is being prepared to the Washington Field Office, instructing that they obtain samples and specifications for the mesh doors and windows and for the mesh to protect the lights. After this material has been observed and passed upon,

Memo. for Director,

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12-12-38.

if approved, a request will be made to Mr. Quinn for the construction and arrangement of the detention rooms in the Department of Justice Building in accordance with the above suggestions, and similar instructions will be issued to the field.

Respectfully,

Clyde Tolson,
Chairman

W. R. Glavin,
Secretary

cc-Mr. Glavin

HN:CSH

December 12, 1938

MEMORANDUM FOR THE DIRECTOR

At an Executives Conference held today, Messrs. Tolson, Clegg, E. A. Tamm, Quinn Tamm, Coffey, Glavin and Nathan being present, consideration was given to the suggestion of Mr. Quinn Tamm that applicant prints presently contained in the active criminal files of the Identification Division (numbering between 800,000 and 1,000,000) be withdrawn and filed in the personal identification files. It was believed by Mr. Quinn Tamm that this would speed up the work in all sections of the Identification Division.

A committee consisting of Messrs. Nathan, Quinn Tamm, E. A. Tamm, Hince and Clegg, was appointed to study this suggestion.

Respectfully,
For the Conference,

Clyde Tolson, Chairman

W. R. Glavin, Secretary

Mr. Tolson _____
Mr. Nathan _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Crowl _____
Mr. Egan _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Harbo _____
Mr. Lester _____
Mr. McIntyre _____
Mr. Nichols _____
Mr. Tracy _____
Miss Gandy _____

RECORDED

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/9/90 BY SP5C/L/OM/S

66-2554-1539X
FEDERAL BUREAU OF INVESTIGATION
JAN 12 1939
U. S. DEPARTMENT OF JUSTICE
TOLSON
TAMM

ORIGINAL FILED IN 32-16546-1677

WRG:MTS

December 14, 1938

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, consisting of Messrs. Nathan, E. A. Tamm, Quinn Tamm, and Glavin, considered a memorandum submitted by Mr. Renneberger which referred to the Director's memorandum to him under date of October 20, 1938, concerning the inclusion of descriptive data on the backs of photographs sent to the various field offices.

Mr. Renneberger states that after a study of the problem he finds that it would be most practical to have the information mimeographed and pasted on the backs of the photographs and for this to be done only in instances where the field office is sent fifteen or more photographs; that in the event less than that number of photographs is sent to the field office, the field office be instructed to include the necessary data on the photograph upon receipt.

The Conference unanimously approves this suggestion and if approved by you there are attached hereto memoranda to Mr. Glavin and to the field concerning this matter.

Respectfully,
For the Conference

Clyde Tolson
Chairman

RECEIVED

W. R. Glavin
Secretary

66-2554-1540

FEDERAL BUREAU OF INVESTIGATION	
DEC 14 1938	
U. S. DEPARTMENT OF JUSTICE	RECEIVED
TOLSON	FOUR

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/9/90 BY SP5C/LMS

ORIGINAL FILED IN 66-1835 K-1174

WRG:atw

December 12, 1938

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, consisting of Messrs. Tolson, Nathan, Clegg, E. A. Tamm, Quinn Tamm and Glavin considered the suggestion submitted by Inspector H. H. Clegg that the Bureau consider purchasing a machine which permits the shooter to aim at moving objects with a shotgun.

Mr. Clegg points out that he has seen such machines at various times and being used on the slot machine basis, he is of the opinion the slot machine feature could be removed from the machine and it would serve as an interesting exhibit in the exhibit room or in the indoor range and in addition would provide preliminary training for Special Agents. He also points out that visitors might be permitted to use this device without any possibility of harm and get approximately the same "kick" they would out of firing a high powered weapon at a moving target.

For the Director's information the type of machine suggested by Mr. Clegg is the type of slot machine device which is set up in various drugstores and places of amusement for testing the shooter's skill, it working on a radio eye process.

The Conference unanimously recommended against the adoption of this suggestion.

Respectfully submitted,
FOR THE CONFERENCE

Glyde Tolson, Chairman

W. R. Glavin, Secretary

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/16/90 BY SP5CJL/MS

66-2554-1541

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DEC 22 1938	
U.S. DEPARTMENT OF JUSTICE	

174-60662-27
ORIGINAL FILED IN 174-60662-27

WRG:atw

December 12, 1938

MEMORANDUM FOR THE DIRECTOR

The Conference consisting of Messrs. Tolson, Nathan, Clegg, E. A. Tamm, Quinn Tamm and Glavin considered the suggestion contained in a communication from SAC Rosen, wherein he suggests that the Bureau consider equipping all field offices with the following articles: 1 spade, 1 axe and 1 hatchet. SAC Rosen points out that he believes these items could be used in kidnaping and extortion cases, crime scene searches and raids.

The Conference recommends that the equipment suggested by SAC Rosen be furnished those field offices not yet having it. It is pointed out several field offices at the present time have the necessary articles.

If you approve, appropriate instructions will be issued to the Chief Clerk's Office to purchase the necessary equipment.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson, Chairman

W. R. Glavin, Secretary

Mr. Tolson.....
Mr. Nathan.....
Mr. E. A. Tamm.....
Mr. Clegg.....
Mr. Coffey.....
Mr. Crowl.....
Mr. Dawsey.....
Mr. Egan.....
Mr. Foxworth.....
Mr. Glavin.....
Mr. Harbo.....
Mr. Lester.....
Mr. McIntire.....
Mr. Nichols.....
Mr. Quinn Tamm.....
Mr. Tracy.....
Miss Gandy.....

RECORDED

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/10/90 BY SP5C/Loms

66-2554-15414

FEDERAL BUREAU OF INVESTIGATION
DEC 14 1938
U. S. DEPARTMENT OF JUSTICE

WILSON
PARKER
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ORIGINAL FILED IN 66-2554-187

December 14, 1938

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, consisting of Messrs. Nathan, E. A. Tamm, Quinn Tamm, and Glavin, considered a communication submitted by Special Agent T. E. Naughten under date of December 5, 1938, wherein he suggests that certain changes be made when new personal identification cards are secured. He recommends as follows:

A. On the fingerprint side:

- (1). In place of SURNAME, place LAST NAME.
- (2). In place of Given Name, place First Name.
- (3). Block in Classification and Reference space with black lines, captioned "Do Not Fill In."

B. On the photograph side:

- (1). Instead of Comp., the full word Complexion be used.
- (2). Delete the word Remarks, and place the remaining statement (as to person to be notified) in heavy type.

The Conference unanimously opposed the adoption of all the suggestions submitted, it being advised by Mr. Quinn Tamm of the Identification Division that there is no difficulty being experienced with personal identification fingerprint cards at the present time. The Conference further points out that tour leaders, in taking prints at the Seat of Government, can properly explain what data is needed to the person having his prints taken. There is attached hereto a communication addressed to Mr. Naughten concerning this matter.

RECORDED
Respectfully,
For the Conference

FEDERAL BUREAU OF INVESTIGATION

DEC 22 1938

Clyde Tolson U. S. DEPT. OF JUSTICE
Chairman

W. A. Glavin
Secretary
TOLSON
TAMM
GLAVIN
NAUGHTEN

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/16/90 BY SP5C/LDM/s

HHC:ES

December 13, 1938

MEMORANDUM FOR THE DIRECTOR

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/16/96 BY SP5C/LMS

The Executive Conference considered the suggestions of Special Agent John E. Lunsford as follows:

(1) That the Bureau endeavor to prepare a schedule or list of Special Agents who will be expected to attend retraining schools and squad schools during the course of the fiscal year and furnish this schedule to field offices so that following this arrangement field offices could plan in advance on the absence of certain Agents at specified times, and following transfers the Bureau could from time to time make readjustments in schedules.

The Conference was unanimously opposed to this suggestion, feeling that this could not be conveniently done. Specialized squad schools are held from time to time in which specialized training is given after only a short time is available for notice. Further, the volume of work that would be involved in originally making up such a schedule and the frequent modifications of this schedule because of transfers would be more expensive than the value of the proposed plan. It was likewise pointed out that in many instances it is necessary in order to completely fill a retraining school to send out emergency telegrams and the Bureau could not, of course, foresee special or emergency absences, which also would contribute to making this suggestion impracticable.

(2) Employee suggests that the Identification Division maintain an "Escaped Convict File", in which would be placed fingerprints, photographs and descriptions of all convicts reported escaped from penal institutions.

The Conference was unanimously opposed to this suggestion and within the past few days has recommended unfavorably relative to a similar suggestion. It was pointed out that there are approximately one-hundred escaped Federal prisoners per month and the Bureau does not get sufficient information in a large number of cases to justify setting up a file and this recommendation, therefore, was disapproved. In the event the Director agrees, there is attached hereto a letter addressed to Mr. Lunsford.

Respectfully submitted,
For the Conference

RECORDED

Clyde Tolson, Chairman

W. R. Glavin, Secretary

CC: Mr. Glavin

Tolson
Nathan
E. A. Tamm
Clegg
Coffey
Crowl
Dawsey
Egan
Foxworth
Glavin
Harbo
Roster
Trotter
Thola
Tamm
Tracy
Egan

66-1134-5842
ORIGINAL FILED IN

66-2554-1543

FEDERAL BUREAU OF INVESTIGATION

DEC 15 1938

U.S. DEPT. OF JUSTICE

Handwritten signature and initials

December 15, 1938

QT:APS

~~66-3609-836~~

MEMORANDUM FOR THE DIRECTOR

The Executives' Conference, Messrs. Tolson, E. A. Tamm, Clegg, Nathan, Glavin and Quinn Tamm, considered the suggestion of SAC Soucy that the field offices be furnished with a supply of fingerprint card holders, sufficient in number to permit one to be assigned to each Bureau automobile.

The Conference was unanimously opposed to this suggestion, believing it a needless expenditure of money. A letter has been addressed to Mr. Soucy.

Respectfully,
FOR THE CONFERENCE:

Clyde Tolson
Chairman

W. R. Glavin
Secretary

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 7/10/90 BY SP5C110MS

Mr. Tolson _____
Mr. Nathan _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Crowl _____
Mr. Egan _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Harbo _____
Mr. Lester _____
Mr. McIntire _____
Mr. Nichols _____
Mr. Tracy _____
Miss Gandy _____

RECORDED

66-2554-1544

FEDERAL BUREAU OF INVESTIGATION
DEC 29 1938
U. S. DEPARTMENT OF JUSTICE
TOLSON
FOUR

ORIGINAL FILED IN 66-3609-836

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HHC:ES

December 13, 1938

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, with Messrs. Tolson, Glavin, Nathan, E. A. Tamm, Goffey, Q. Tamm and Clegg being present, considered the recommendation that there be no requirement that question and answer statements be taken when confessions are obtained from subjects in major cases.

The Conference after considering the comments as set forth in the attached memorandum were of the opinion, with the exception of Mr. Nathan, that there should be no requirement for question and answer statements. Mr. Nathan believed that this might be required in major cases; which might be defined as those cases in which capital punishment or life imprisonment might be imposed. All others were of the opinion that they should not be required..

In view of the fact that an announcement was made to the members of the previous Kidnap Squad School that this practice should be followed in the future, in the event the Director agrees with this conclusion, there is attached hereto a form letter to be addressed to those present in the first Kidnap Squad School advising that this procedure is no longer required.

Respectfully submitted,
For the Conference

Clyde Tolson, Chairman

W. R. Glavin, Secretary.

CC: Mr. Glavin.

RECORDED

66-2554-1545

DEC 22 1938

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/16/90 BY SP5C/LMS

ORIGINAL FILED IN 66-4809-47

December 13, 1938

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, Messrs. Tolson, Glavin, Nathan, E. A. Tamm, Coffey, Quinn Tamm and Clegg being present, considered Special Agent in Charge R. J. Untreiner's suggestion that the Bureau Bulletin indicating that the word "fugitive" is unnecessary in telegrams probably will cause difficulty in routing such correspondence at the Bureau. The

The Conference unanimously agreed with Mr. Untreiner and a Bulletin to this effect is attached for issuance in the event you approve. A letter is also being written to Mr. Untreiner accordingly.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

ORIGINAL FILED IN 66-1734-5846

Mr. Tolson.....
Mr. Nathan.....
Mr. E. A. Tamm.....
Mr. Clegg.....
Mr. Coffey.....
Mr. Crowl.....
Mr. Dawsey.....
Mr. Egan.....
Mr. Foxworth.....
Mr. Glavin.....
Mr. Harbo.....
Mr. Lester.....
Mr. McIntire.....
Mr. Nichols.....
Mr. Quinn Tamm.....
Mr. Tracy.....
Miss Gandy.....

Enclosures

RECORDED

CC: Mr. Glavin

66-2554-1546	
FEDERAL BUREAU OF INVESTIGATION	
DEC 20 1938	
U.S. DEPARTMENT OF JUSTICE	
TOLSON	FOUR

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/10/90 BY SP5C110MS

EAT:DM

December 16, 1938

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, composed of Messrs. Nathan, Glavin, G. Tamm and E. A. Tamm considered the suggestion submitted by Agent in Charge Brantley that a bulletin be distributed to the field requiring that in all instances where a circularization or stop notice is placed against an automobile, that the stop be placed not only against the motor and serial number of the automobile, but that also the serial number be substituted for the motor number and vice versa, and a stop placed against these numbers in their reversed positions. The reason that Mr. Brantley submitted this suggestion was that in one case investigated by the New York office it was found that the fugitive subject had substituted the serial number for the motor number of his car and the motor number for the serial number in registering the car.

The Conference was of the unanimous opinion that this bulletin should not be submitted to the field in view of the fact that this practice had come to the Bureau's attention on only one occasion. It is felt that the amount of work entailed in placing all stops in this manner would more than offset the practical value arising from the following of the suggestion.

A letter is being addressed to Mr. Brantley advising him that the Bureau does not consider it necessary to place this suggestion in a bulletin.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 3013
DATE 7/10/90 BY SP5CJ/MS

Note:

approved by
Director

EAT 12-27-58

Respectfully,
For the Conference

66-2534-1546X
JAN 5 1939

Clyde Tolson, Chairman

E. M. Glavin, Secretary

ORIGINAL FILED IN 66-2534-1546X

EAT:DM

December 17, 1938

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered the attached bulletin entitled - Filing of Fugitive complaint in cases involving violations of District of Columbia Code, and those in attendance, being Messrs. Nathan, Tolson, Clegg, Glavin, E. Tamm and E. A. Tamm, were unanimously in favor of the submission of this bulletin to the field.

Respectfully,
For the Conference

Clyde Tolson, Chairman

W. R. Glavin, Secretary

Mr. Tolson
Mr. Nathan
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Cowley
Mr. Dawsey
Mr. Egan
Mr. Foxworth
Mr. Glavin
Mr. Harbo
Mr. Lester
Mr. McGuire
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson

RECORDED
&
INDEXED

66-2544-1546X1

U. S. BUREAU OF INVESTIGATION
JAN 17 1939
U. S. DEPARTMENT OF JUSTICE
TOLSON
W. R. GLAVIN

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/10/90 BY SP5C11 DMS

ORIGINAL FILED IN 62

December 19, 1938

WRG:atw

MEMORANDUM FOR THE DIRECTOR

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/16/90 BY SP5C/10ms

The Conference consisting of Messrs. Nathan, E. A. Tamm, Quinn Tamm and Glavin considered a memorandum addressed to Mr. Tolson by Mr. Harbo covering the scoring of justifiable or excusable killings by the various police departments throughout the country.

It was brought to the attention of the Conference through Mr. Harbo's memorandum that there is a great discrepancy in the justifiable killings reported by various police departments. Mr. Harbo pointing out that Chicago reports 34.5% of its homicide cases as justifiable, whereas, the New York police department scored only 9.6% as justifiable. Detroit scored 32.1% as justifiable against Los Angeles as 3%; Memphis 44.6% as against Birmingham at 10.3%. Mr. Harbo believes these are comparable cities and it should be possible to satisfactorily compare justifiable homicides.

Mr. Harbo suggested that the Bureau issue a bulletin to various law enforcement agencies suggesting that they list only the following two types of killings as justifiable:

- (1) The killing of a felon by a police officer.
- (2) The killing of a criminal by a private citizen to prevent the commission of a felony (i.e., the killing of a hold-up man by a storekeeper who was his intended victim.)

The Conference was of the unanimous opinion that the Bureau would have considerable difficulty in having the various police departments follow this suggestion and it is recommended that before any such communication be addressed to contributing members that Mr. Harbo endeavor to secure further information on the scoring of justifiable homicides by those cities reporting a large percentage of homicides as justifiable.

If you concur, appropriate instructions will be issued to him.

RECORDED

Respectfully submitted
FOR THE CONFERENCE

Clyde Tolson
Chairman

66-2554-1547
FEDERAL BUREAU OF INVESTIGATION

DEC 29 1938

U. S. DEPARTMENT OF JUSTICE
W. R. Glavin
Secretary

ORIGINAL FILED IN 66-1-17211

HN:CSH

December 19, 1938

MEMORANDUM FOR THE DIRECTOR

Reference is made to Executives Conference memorandum of December 12th, advising of the appointment of a committee, consisting of Messrs. Nathan, Quinn Tamm, E. A. Tamm, Hince and Clegg, to study the suggestion of Mr. Quinn Tamm that applicant prints presently contained in the active criminal files of the Identification Division be withdrawn and filed in the personal identification files.

At a meeting of this committee held today it was decided that statistical data should be secured from the Identification Division, covering a two month period starting January 1st, showing the varied phases of this situation, in order that the Bureau may be informed in all details before final consideration.

Respectfully,
For the Conference,

Glyde Tolson, Chairman

W. R. Glavin, Secretary

Tolson _____
Nathan _____
E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Crowl _____
Mr. Egan _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Harbo _____
Mr. Lester _____
Mr. McIntire _____
Mr. Nichols _____
Mr. Tracy _____
Miss Gandy _____

RECORDED

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FEDERAL BUREAU OF INVESTIGATION
IAN 6 1939
U.S. DEPARTMENT OF JUSTICE
TOLSON Egan Tamm Clegg Glavin Harbo Lester McIntire Nichols Tracy Gandy

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 333,013
DATE 7/10/90 BY SP5C/1 DMS

ORIGINAL FILED IN

EAT:DM

December 19, 1938

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, composed of Messrs. Nathan, Tolson, Clegg, Glavin, G. Tamm and L. A. Tamm, considered the attached bulletin entitled - Change in Title of Cases to be Recorded on Assignment Cards. Those in attendance were unanimously in favor of the submission of this bulletin to the field.

Respectfully,
For the Conference

Clyde Tolson, Chairman

W. R. Glavin, Secretary

RECORDED

66-2554-1547X1

FEDERAL BUREAU OF INVESTIGATION
JAN 10 1939
U. S. DEPARTMENT OF JUSTICE
TOLSON GLAVIN EAT

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ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 393,013
DATE 7/16/96 BY SP5CJL/MS

ORIGINAL FILED IN 66-4875-91

QT:APS
#62-22932-104
#62-22930-43

December 21, 1938

MEMORANDUM FOR THE DIRECTOR

The Executives' Conference, Messrs. Tolson, E. A. Tamm, Nathan, Glavin, Clegg and Quinn Tamm being present, considered a letter submitted by SAC Quinane in which he pointed out that the Immigration and Naturalization Service, Kansas City, from time to time requests advice as to whether certain persons applying for citizenship have criminal records.

It was called to the Bureau's attention that the field offices usually reply to these requests by checking their own files and advising that there is no local record. This is not believed to be the proper way to handle this matter and if you approve, there is attached hereto a letter to the field advising them that fingerprints should be obtained and submitted to the Bureau before any comprehensive report can be given on a man's criminal record.

Respectfully,
FOR THE CONFERENCE:

Clyde Tolson,
Chairman

W. E. Glavin,
Secretary

Mr. Tolson _____
Mr. Nathan _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Crowl _____
Mr. Egan _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Harbo _____
Mr. Lester _____
Mr. McIntire _____
Mr. Nichols _____
Mr. Tracy _____
Miss Gandy _____

RECORDED

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FEDERAL BUREAU OF INVESTIGATION
DEC 29 1938
U. S. DEPT. OF JUSTICE

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ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/10/90 BY SP5C110MS

ORIGINAL FILED IN 62-22932-104

FEDERAL BUREAU OF INVESTIGATION

WASHINGTON, D. C.

HHC:BT

December 19, 1938

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, Messrs. Tolson, Glavin, E. A. Tamm, Quinn Tamm, Nathan and Clegg being present, considered the letter from the Kansas City Office advising concerning the protection to firearms when loading the firearms into automobiles to proceed to the outdoor range. Four possibilities were given for transporting these weapons from the office to the range as follows:

1. Having the weapons transported by elevator to the first floor, taking them out through the front entrance and loading them in automobiles parked at the curb.
2. Moving the weapons by elevator from the office floor to the basement and having them put on a lift elevator which emerges on the sidewalk, brought to the street and loaded in the cars.
3. Having the weapons moved by elevator to the basement and out through a "panic" door leading directly to an alleyway. This "panic" door when opened causes an alarm bell to ring throughout the building.
4. Moving the weapons by elevator to the fourth floor, then transferring them to a back freight elevator to an enclosed platform leading to an alleyway. This requires a change of elevators on the fourth floor.

The Conference approved the use of Method No. 3 but desired that the Special Agent in Charge make arrangements for a cut-off to be placed on the alarm bell so that when the "panic" door was opened and the weapons were taken out through this door, the alarm would not ring. If this is approved a letter is being forwarded to the Kansas City Office accordingly.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 11/10/90 BY SP5C110MS

Respectfully
FOR THE CONFERENCE

Clyde Tolson
Chairman.

W. R. Glavin
Secretary.

Enclosure
CC: Mr. Glavin.

RECORDED & INDEXED

66-2554-1549

FEDERAL BUREAU OF INVESTIGATION
DEC 30 1938
U. S. DEPARTMENT OF JUSTICE
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December 20, 1938

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MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered the suggestion of Special Agent in Charge Rutzen of the Miami office that, upon the receipt of cases from the Automobile Underwriters Detective Bureau, automatically the office of origin be the office where the car was stolen rather than where the car was recovered.

The Executive Conference unanimously opposed this because it is a Departmental policy to prosecute such cases where the car is recovered and the office of prosecution and the office of origin should be the same in the vast majority of cases if the present policy is followed. No change, therefore, was recommended.

Those present were Messrs. E. A. Tamm, Glavin, Quinn Tamm, Nathan and Clegg.

A letter is being forwarded to SAC Rutzen accordingly, if approved.

Respectfully,

FOR THE CONFERENCE

Glyde Tolson
Chairman

W. R. Glavin
Secretary

cc-Mr. Glavin

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 303,013
DATE 7/10/90 BY SP5cl/mjs

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December 22, 1938

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, consisting of Messrs. Nathan, E. A. Tamm, Quinn Tamm, Hince, and Glavin, considered a suggestion submitted by Robert H. Burkart, wherein he advises that Dr. Gasser of the U. S. Naval Hospital has issued instructions that in the future when submitting reports on physical examinations afforded Agents there be included in the report the blood type of that Agent listed under the International System, which system is most commonly used today. Burkart states that the doctor thought it might be well for the Agents of this service to carry this information with them on a card which would be readily available in case of emergency.

The Conference points out that this matter has been considered on numerous occasions in the past, it being passed on unfavorably due to the fact that even though the blood groups of the various Agents were known, any reputable physician would perform his own blood grouping test before using the blood of any Agent for transfusion purposes.

It was pointed out to the Conference by Mr. Glavin that since the Naval Hospital had offered to render this additional service, it would not be at all difficult for the Bureau, when advising an Agent of the results of his physical examination, to also advise him concerning his blood grouping.

The Conference did not oppose notifying the Agents in the manner above-mentioned, although it was of the opinion that not much benefit would result from this practice. If you are in agreement, the attached memorandum to Mr. Glavin instructing that this procedure be followed in the future should go forward. There is also attached hereto a communication addressed to Mr. Burkart concerning this matter.

Respectfully,
For the Conference

RECORDED

Clyde Tolson
Chairman

W. R. Glavin
Secretary

66-2554-1549X1

FEDERAL BUREAU OF INVESTIGATION
JAN 6 1939
U. S. DEPARTMENT OF JUSTICE
TOLSON
LANE
FOLEY

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/10/90 BY SP5C110msj

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December 20, 1933

MEMORANDUM FOR THE DIRECTOR

Re: Public Address System
Training School No. 1

The Executive Conference, consisting of Messrs. Nathan, Clegg, E. A. Tamm, Quinn Tamm, and Glavin, considered the cost of installing a public address system in Training School No. 1, it being pointed out that the low bid for the installation of this system was \$1,275. Mr. Clegg, who had checked the installation of this system with Mr. Pfafman of the Laboratory, concurred that the price was high; however, it was the lowest bid we received and frankly we needed this system installed.

The Conference recommended that the awarding of the contract in this matter be held in abeyance pending the availability of funds. If you approve, appropriate advice will be issued to the Department on this matter.

Respectfully,
For the Conference

If we get a supplemental appropriation then send it through; otherwise wait until July 1. JEH

Clyde Tolson
Chairman

W. R. Glavin
Secretary

RECORDED

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/16/96 BY SP5CJ/MS

66-2554-154982

FEDERAL BUREAU OF INVESTIGATION	U. S. DEPARTMENT OF JUSTICE
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CLERK	STENOGRAPHER
CHIEF	ASSISTANT CHIEF

ORIGINAL FILED IN 66-1855-M-171X

HHC:BG

December 20, 1933

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, those present being Messrs. E. A. Tamm, Glavin, Quinn Tamm, Nathan and Clegg, considered the suggestions of Mr. Clegg relative to the handling of bank robbery and bank burglary cases and recommended the following:

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INVESTIGATION
JAN 25 1934
U.S. DEPARTMENT OF JUSTICE
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FBI

(1) That one or two supervisors, for a brief period of time, be assigned to review some closed bank robbery or bank burglary cases in order to ascertain what information could be gathered together to assist in determining if a special course of instruction should be given as well as for future guidance in the handling of bank robbery and burglary cases.

(2) In the event sufficient valuable information were obtained, a decision based upon this information could be reached as to the advisability of holding a training school to train a selected group of Agents in the handling of bank robbery and particularly bank burglary cases.

(3) It was further recommended that after the data had been compiled, a copy of this material be furnished to the Technical Laboratory with instructions that a Laboratory representative visit a few different-sized banks in different-sized towns for the purpose of viewing the physical problems, in connection with bank burglary cases particularly, and with the ultimate aim of endeavoring to devise some preventive means or a system which would make bank burglary more difficult.

(4) It was further recommended that there be compiled all the valuable, practical information available to the Bureau for the purpose of permitting a selected representative of the Bureau to appear before the next meeting of the American Bankers' Association to explain to the members the various devices and developments which have been found effective in reducing bank robbery and bank burglary. It was believed that this address should be given before a closed executive session of the Association. It was believed that arrangements could be made by the Director, or if desired by Mr. Clegg, through Mr. Robert Fleming for such a talk to be given to the members of the American Bankers' Association under these conditions, with the idea in view of preventing or at least reducing the number of bank robberies.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/18/90 BY SP5C/LDM/S

ORIGINAL FILED IN 91-0-1501

(5) In connection with the suggestion that some Bureau official coordinate the activities of the St. Paul, Aberdeen, Milwaukee and adjacent offices on the bank robbery and bank burglary condition in that territory, this matter was considered by the Conference but passed over for the time being in view of the early plans for Special Agents in Charge Hanni, Hendon and Sackett to confer together in Washington with respect to this situation.

Respectfully,

FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

cc-Mr. Glavin

COPY (vft)

HHC:WKB

January 23, 1939

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, Messrs. Tolson, Nathan and Clegg being present, considered the suggestion of Mr. Tracy that Identification and apprehension Orders in the Files Section be maintained identically as in Field Offices; namely, one set of Apprehension Orders arranged numerically and one set of Identification Orders arranged numerically and one set of Identification Orders arranged numerically with Apprehension Orders relating to any one of the Identification Orders attached to the Identification Order to which it relates.

If this is approved, there is attached hereto a memorandum for Mr. Glavin and a letter to Mr. Tracy.

Respectfully
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

cc Mr. Glavin

RECORDED

66-1554-1549X4
FEDERAL BUREAU OF INVESTIGATION
FEB 3 1939
U. S. DEPARTMENT OF JUSTICE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 303,013
DATE 7/10/90 BY SP5C/10MS

ORIGINAL FILED IN 66-1554-1549X4

December 27, 1938

9

MEMORANDUM FOR THE DIRECTOR

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The Conference, consisting of Messrs. Nathan, E. A. Tamm, Quinn Tamm, Hince, and Glavin, considered a suggestion submitted by F. E. Michael, Chief Clerk of the Atlanta Office, wherein he suggests that in involved cases the Bureau maintain separate sub-files for each suspect. He points out that suspect number one would be carried in 7-64-1, suspect number two in 7-64-2, and so forth. He also points out that when the suspect is eliminated, the particular file pertaining to him can be removed from the jacket in the pending files and placed in the closed files.

The Conference is unanimously opposed to the adoption of this suggestion, it believing that its present system of filing in major cases has proven to be entirely adequate and satisfactory.

A communication has been addressed to Mr. Michael.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

RECORDED

66-2554-1550

FEDERAL BUREAU OF INVESTIGATION
JAN 4 1939
U. S. DEPARTMENT OF JUSTICE
TOLSON
TAMM
FOUR

December 23, 1938

QT:APS
32-2972-

MEMORANDUM FOR THE DIRECTOR

The Executives' Conference, Messrs. Nathan, E. A. Tamm, Glavin, Hince and Quinn Tamm being present, considered a suggestion from SAC Pieper in which he stated that possibly the Bureau would care to contact the Department of the Interior in Washington, D.C. so that possibly a uniform policy covering the fingerprinting of individuals arrested by rangers in each of the parks of the National Park Service could be developed.

The proper officials of the Department of the Interior have previously been contacted with regard to this situation and it is the belief of the Conference that the fingerprinting of these individuals is being handled in a satisfactory manner at the present time and no further contact need be had with the Department of the Interior.

Respectfully,
FOR THE CONFERENCE:

Clyde Tolson,
Chairman

W. R. Glavin,
Secretary

Mr. Tolson _____
Mr. Nathan _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Crowl _____
Mr. Egan _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Harbo _____
Mr. Lester _____
Mr. McIntire _____
Mr. Nichols _____
Mr. Tracy _____
Miss Gandy _____

RECORDED

66-2554-1551

FEDERAL BUREAU OF INVESTIGATION
JAN 5 1939
U.S. DEPARTMENT OF JUSTICE

TOLSON
E. A. TAMM
JAN 5 1939

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/16/90 BY SP5C/LMS

ORIGINAL FILED IN 32-2972-572

FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE

WASHINGTON, D. C.

WRG:atw

December 29, 1938

MEMORANDUM FOR THE DIRECTOR

The Executive Conference consisting of Messrs. Nathan, E. A. Tamm, Quinn Tamm and Glavin considered a memorandum submitted by Mr. Coffey to Mr. Nathan covering the sound recorder auxiliaries.

Mr. Coffey pointed out that Mr. Gurnea in a memorandum to the Bureau dated November 2, 1938, reported that considerable difficulty had been experienced in the New York Office with the sound recording equipment in that the Mirror records were not nearly as satisfactory as the regular Presto recording records. Mr. Coffey in his memorandum states that he has sufficient information now to eliminate the Mirror record in the future and Presto records will be secured.

It was pointed out in Mr. Gurnea's memorandum that experience with the steel cutting needles in the New York Field Division had shown that an average of approximately 25% are defective and he suggests that sapphire cutting needles be substituted. Mr. Coffey in his memorandum points out that the Technical Laboratory is still of the opinion that steel needles are best suited for the Bureau's applications; that the sapphire cutting needles have been experimented with considerably by the Laboratory and it was found although they gave satisfactory results for a short period of time, they could not be depended upon inasmuch as the sapphire jewel would loosen in its setting and drop out of the needle in the middle of an important conversation. Mr. Coffey points out that the sapphire needles are not guaranteed by the manufacturers any more than the steel needles. He recommends the use of the steel needles and a needle known as the Stellite needle for future recording.

The Conference is of the opinion that inasmuch as this matter is the subject of controversy during the next session of the Kidnap School, this matter be considered very thoroughly by Laboratory representatives with Inspector Gurnea pointing out the advantages and disadvantages of both needles.

RECORDED

Mr. Coffey also points out that on numerous occasions the needle adjustment may be responsible for faulty recording and recommends that a softening fluid be furnished each of the recording equipment so as to soften the record surface which will result in increased good recordings. Mr.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/10/90 BY SP5C/10MS

66-2554-1551X
FEDERAL BUREAU OF INVESTIGATION
JAN 25 1939
U.S. DEPARTMENT OF JUSTICE
TOLSON
NATHAN
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ALLEG
LAB
FOUR

December 29, 1938

transmitted to the New York Office a bottle of this fluid for use with the equipment assigned to that office. The Conference recommends that this fluid be furnished each of the offices having this equipment.

If you are in agreement, appropriate instructions will be issued to the Laboratory concerning the softening fluid and the conference with Mr. Gurnea and to the Chief Clerk's Office to eliminate the Mirror disc records in the future due to their inferior quality.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

O.K. but I want to make certain that we meet the field needs & are not only theoretically sound but also practically sound. I don't want a repetition of the camera & armored car instances.

H.

CT:APS

December 28, 1938

~~62-21937-64~~

~~94-7-16-49~~

MEMORANDUM FOR THE DIRECTOR

The Executives' Conference, Messrs. Nathan, E. A. Tamm, Glavin, Hince and Quinn Tamm being present, considered a suggestion submitted by Mr. Franklin T. McQuaide, Superintendent of Police, Pittsburgh, Pennsylvania, during a conversation with an Agent of the Pittsburgh office.

Mr. McQuaide suggested that the Bureau initiate a movement whereby penal institutions will advise the Bureau of the fact that certain convicts are released on parole. Upon receipt of information it would be the duty of the Bureau to advise all Police Departments which have previously submitted fingerprints that the particular individual has been paroled and may return to their locality. The Conference points out that under date of January 1, 1938, a letter was addressed to all institutions requesting that they furnish this information. The response has not been of such a nature that the parole information contained in the identification files is complete. Approximately 59% of the State Correctional Institutions do not forward parole information and some of the reasons advanced for not submitting it are that the Police Departments would use this information to interfere with the normal progress of the parolee after his release. Because of the lack of response in these instances, it is not believed advisable to again contact these institutions.

It is further pointed out that this would entail an unusually large volume of work for the Identification Division if it were to function in a worthwhile manner.

Mr. Tolson _____
Mr. Nathan _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Crowl _____
Mr. Egan _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Harbo _____
Mr. Lester _____
Mr. McIntire _____
Mr. Nichols _____
Mr. Q. Tamm _____
Mr. Tracy _____
Miss Gandy _____

Respectfully,
FOR THE CONFERENCE:

Glyde Tolson,
Chairman

RECORDED

W. E. Glavin,
Secretary

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 333,613
DATE 7/6/90 BY SP5C/LDM/S

66-2554-1552

FEDERAL BUREAU OF INVESTIGATION

JAN 3 1939

U. S. DEPT. OF JUSTICE

FOUR

ORIGINAL FILED IN

COPY:mm
WRG:atw

December 29, 1938

MEMORANDUM FOR THE DIRECTOR

The Conference consisting of Messrs. Nathan, E.A. Tamm, Clegg, Quinn Tamm and Glavin considered requests received from Special Agents in Charge of the Dallas and Little Rock Offices that special desk lamps be secured for the employees of those offices. Both Agents in Charge pointed out the lighting system in these offices is not satisfactory and it is believed that working conditions would be much improved by securing indirect desk lamps.

It was pointed out to the Conference that in the various field offices a gooseneck type of lamp which costs \$1.95 on Government schedule is regularly furnished and the type of lamp requested by the Dallas and Little Rock Office would cost approximately \$5.67 each.

Mr. Glavin pointed out to the Conference that he is of the opinion that proper lighting facilities should be furnished in our various headquarters by either the lessor or by the Custodian in Federal buildings and recommended against special types of lights for these offices.

If this meets with your approval, there are attached hereto appropriate communications to the offices in question advising them concerning this matter.

Respectfully submitted,
FOR THE CONFERENCE

/s/ Clyde Tolson, Chairman

O.K.
H.

/s/ W.R. Glavin, Secretary

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/16/90 BY SP5C110MS

RECORDED

66-2554-1552X
FEDERAL BUREAU OF INVESTIGATION
JAN 10 1939
U. S. DEPARTMENT OF JUSTICE

ORIGINAL FILED IN 66-104-3025X

January 3, 1939

QT:APS

MEMORANDUM FOR THE DIRECTOR

The Executives' Conference, Messrs. Glavin, E. A. Tamm, Nathan and Quinn Tamm, considered the suggestion of Inspector E.J. Connelley that the Bureau furnish information to all field offices that in the taking of palm prints, the field offices might find it desirable to acquire a rolling pin for this purpose.

It is the policy at the present time to instruct re-training classes in the use of a rolled magazine in the belief that the magazine is much more accessible in certain cases than a rolling pin. However, satisfactory palm prints can be obtained by the use of a wooden instrument simulating a rolling pin and there is attached hereto, for your approval, a letter to the field, advising of this fact.

Respectfully,
FOR THE CONFERENCE:

Clyde Tolson,
Chairman

W. R. Glavin,
Secretary

Mr. Tolson _____
Mr. Nathan _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Crowl _____
Mr. Egan _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Harbo _____
Mr. Lester _____
Mr. McIntire _____
Mr. Nichols _____
Mr. Q. Tamm _____
Mr. Tracy _____
Miss Gandy _____

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,012
DATE 7/10/90 BY SP5C/LPMS

RECORDED

66-2554-1552X1

FEDERAL BUREAU OF INVESTIGATION
JAN 24 1939
U. S. DEPARTMENT OF JUSTICE

TOLSON
TRACY
FOUR

ORIGINAL FILED IN 62-26972-4X

CT:APS
9-3545-18
62-20602-343
9-3189-24

January 4, 1938

MEMORANDUM FOR THE DIRECTOR

(U)
The Executives' Conference, Messrs. Glavin, D. A. Tamm, Nathan and Quinn Tamm, considered a letter from SAC Newman with reference to the difficulty encountered in obtaining fingerprints for elimination purposes from post office inspectors where they, the post office inspectors have handled the extortion letter previous to the time of its submission to the Bureau for examination. From the difficulty encountered in the field, it appears that the post office inspectors are under specific instruction from Chief Post Office Inspector K. P. Aldrich that under no circumstances are their fingerprints to be taken and furnished to anyone.

It is believed absolutely necessary in some instances that the fingerprints of the post office inspectors be obtained for elimination purposes so that latent fingerprints developed on evidence may be eliminated if these fingerprints belong to one of the post office inspectors. Otherwise, the Bureau's unidentified latent fingerprint file may become saturated with latent fingerprints of post office inspectors who have handled evidence in Bureau cases.

There is attached hereto a memorandum addressed to Mr. Holtzoff, outlining this situation and requesting that contact be had with Chief Post Office Inspector Aldrich to see whether or not, in specific cases upon request the fingerprints of post office inspectors may be obtained for comparison purposes only.

Respectfully,
FOR THE CONFERENCE:

Clyde Tolson,
Chairman

RECORDED
&
INDEXED
W. R. Glavin,
Secretary

66-2554-1553
FEDERAL BUREAU OF INVESTIGATION
JAN 6 1938
U. S. DEPARTMENT OF JUSTICE
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TODD
JAN

Mr. Tolson _____
Mr. Nathan _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Crowl _____
Mr. Egan _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Harbo _____
Mr. Lester _____
Mr. McIntire _____
Mr. Nichols _____
Mr. Q. Tamm _____
Mr. Tracy _____
Miss Gandy _____

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 333,613
DATE 7/16/96 BY SP5a/oms

WRG:MTS

January 4, 1939

MEMORANDUM FOR THE DIRECTOR

The Conference, consisting of Messrs. Tolson, E. A. Tamm, Q. Tamm, and Glavin, considered a suggestion submitted by SAC Untreiner of the El Paso Office that the Bureau consider opening up sub-files in complicated cases, a separate sub-file to be opened for each one of the suspects.

This matter was considered recently by the Conference and it was recommended that it be passed on unfavorably, inasmuch as in complicated investigations of the Mattson type it would mean the opening up of thousands of sub-files without any real benefits accruing to the Bureau over the present system.

There is attached hereto a communication to Mr. Untreiner concerning this matter.

Respectfully,
For the Conference

Clyde Tolson
Chairman

F. R. Glavin
Secretary

RECORDED

66-2554-1554
FEDERAL BUREAU OF INVESTIGATION
JAN 9 1939
U. S. DEPARTMENT OF JUSTICE
TOLSON TAMM TROUT

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 7/16/90 BY SP5elloms

ORIGINAL FILED IN 66-2554-1554

HHC:EG

January 5, 1939

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, those present being Messrs. Tolson, Glavin, Nathan, E. A. Tamm, Quinn Tamm and Clegg, considered the suggestion of Mr. Quinn Tamm that Mr. A. T. Potter, Supervisor of the Single Fingerprint Section, be given training in the next New Agents' Training School.

This suggestion was unanimously approved by the Conference and, if approved by the Director, Mr. Quinn Tamm is being advised accordingly by memorandum.

Respectfully,
FOR THE CONFERENCE

Glyde Tolson
Chairman

E. R. Glavin
Secretary

cc-Mr. Glavin

RECORDED

66-2554-1554X

FEDERAL BUREAU OF INVESTIGATION	
JAN 19 1939	
U. S. DEPARTMENT OF JUSTICE	
TOLSON	TAMM
FOUR	DEPT. ATTOR.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/10/90 BY SP5C/10ms

ORIGINAL FILED IN 1-1-1569X

EAT:JCR

January 3, 1939

MEMORANDUM FOR THE DIRECTOR

77-
The Executive Conference considered and unanimously approved the attached Bureau Bulletin relative to the transmittal to the Bureau through field offices of laboratory evidence in the possession of United States Attorneys.

Those attending the conference were Messrs. Tolson, Glavin, Q. Tamm and E. A. Tamm.

Respectfully,
For the Conference

Clyde Tolson, Chairman

W. R. Glavin, Secretary

ORIGINAL FILED IN 95-0-33

RECORDED

66-2554-1555

FEDERAL BUREAU OF INVESTIGATION
JAN 10 1939
U. S. DEPARTMENT OF JUSTICE
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ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 2/10/90 BY SP5C110ms

HHC:RLC

January 5, 1939

MEMORANDUM FOR THE DIRECTOR

The Executive Conference examined the metal mesh which was obtained by Mr. Laughlin from a representative of Fred S. Gichner Iron Works, Incorporated, of Washington.

It was noted that the Bureau of Standards recommended for detention rooms a steel mesh or heavy wire 1/4" in diameter, woven in 2" squares and heat-tempered. This type of metal mesh was recommended for the mesh door and mesh covering for the windows of the detention rooms.

The Conference also recommended that the type of metal mesh covering for the light fixtures should be steel mesh or heavy wire about 3/16" in diameter, woven in small squares.

If this is approved, a memorandum is being prepared for Mr. Quinn incorporating these requirements together with the previously approved requirements for constructing detention rooms in order that the Bureau's detention rooms in the basement of the Department of Justice Building may be put in proper condition at the earliest possible date.

Respectfully,
For the Conference,

Clyde Tolson
Chairman

W. R. Glavin
Secretary

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/16/90 BY SP5C/10ms

RECORDED

66-2554-1556
FEDERAL BUREAU OF INVESTIGATION
JAN 11 1939
TOLSON
TAMM

Enclosure.

CC: Mr. Glavin;

Mr. Tolson
Mr. Nathan
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Crowl
Mr. Dawsey
Mr. Egan
Mr. Foxworth
Mr. Glavin
Mr. Harbo
Mr. Lester
Mr. McIntire
Mr. Nichols
Mr. Quinn Tamm
Mr. Tracy
Miss Gandy

LAH:BG

January 3, 1939

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, those present being Messrs. Nathan, E. A. Tamm, Glavin, Quinn Tamm and Hince, considered the suggestion of Special Agent W. E. Miller that the Bureau prepare copies of detailed summaries in all major cases so that they might be available for each Resident Agent in the Bureau.

The Conference was unanimous in agreement that the necessary information presently furnished to field offices and contained in the field offices' files is sufficient for purposes of reference by Resident Agents and that it will be undesirable to extend the issuance of copies to Resident Agents.

If approved, a letter is being addressed to the El Paso office accordingly.

Respectfully,

FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

cc-Mr. Glavin

RECORDED

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 7/10/90 BY SP3C10MS

66-2554-1557

FEDERAL BUREAU OF INVESTIGATION
JAN 11 1939
U. S. DEPARTMENT OF JUSTICE

ON 11 1939

January 4, 1939

MEMORANDUM FOR THE DIRECTOR

The Conference, consisting of Messrs. Tolson, E. A. Tamm, Q. Tamm, and Glavin, considered a communication received from the SAC at Buffalo, New York, concerning firearms training participated in by the investigative personnel of the various field offices.

It was pointed out to the Conference that in the case of the Buffalo Office and in the case of other small offices a real hardship is worked on those offices through the dividing of firearms training into two days instead of one day, as has been the practice in the past. You will recall that in the recent past instructions were issued to the various field offices that a qualified Special Agent must be on duty in the field office during such training to handle expeditious matters.

It is the recommendation of the Conference that in smaller offices, when it is possible to do so, one employee remain in the office during the period of time other employees are being afforded the necessary training, and that immediately upon the completion of the training of one Agent he be returned to the office to relieve the Agent on duty, who will then proceed to the range for the firearms training.

It was further pointed out to the Conference that in the case of Buffalo real difficulty would be encountered by the personnel of that office if a two-day training period were required, inasmuch as it has been necessary to pay approximately from \$17 to \$25 for the use of the facilities at Fort Niagara. The Conference was advised by Mr. Glavin that in using Fort Niagara it is necessary to have a number of the enlisted personnel of the Army present to comply with Army regulations for that post. Further, it is not possible to secure reimbursement for the expenditures made, inasmuch as the personnel on duty are regularly enlisted men of the armed service and due to that fact cannot request payment for these duties. It is pointed out, however, that unless some compensation were paid them, the cooperation which has been accorded at that post will not be forthcoming in the future.

It was suggested that in view of the fact that this range is approximately 35 miles from Buffalo and it takes the better portion

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 353,013
DATE 7/10/96 BY SP5CJL/MS

66-2534-1557X
FEDERAL BUREAU OF INVESTIGATION
JAN 18 1939
DEPARTMENT OF JUSTICE

Memorandum for the Director . - 2 -

January 4, 1939

of the day to complete the entire training, authorization be given the Buffalo Office to claim per diem for the period involved in the training. In this manner, the Agents will be reimbursed for the amounts paid out by them to cover the training.

If you approve, an appropriate communication will be directed to the Buffalo Office concerning this matter and a form letter will be addressed to the field concerning the two-day training periods.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

EAT:EE

January 7, 1939

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered the attached Bureau Bulletin relative to Probation Flashers and were unanimously in favor of issuing same to the field.

Those in attendance were: Messrs. Nathan, Tolson, Clegg, Q. Tamm, and E. A. Tamm.

Respectfully,
For the Conference

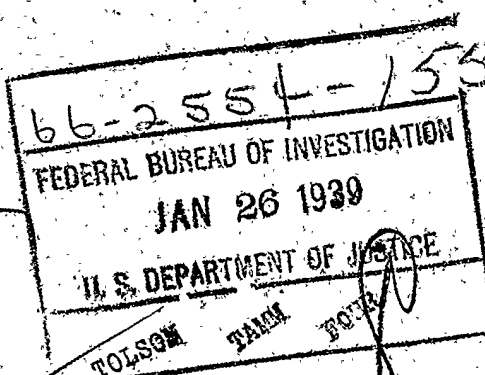
Clyde Tolson, Chairman

W. R. Glavin, Secretary

Enclosure

Mr. Tolson _____
Mr. Nathan _____
Mr. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Crowl _____
Mr. Dawsey _____
Mr. Egan _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Harbo _____
Mr. Lester _____
Mr. McIntire _____
Mr. Nichols _____
Mr. Tracy _____
Miss Gandy _____

RECORDED



ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,813
DATE 7/16/90 BY SP5CJ/MS

ORIGINAL FILED IN 62-18074-109

WRG:atw

January 7, 1939

MEMORANDUM FOR THE DIRECTOR

The Conference consisting of Messrs. Tolson, Nathan, E. A. Tamm, Quinn Tamm, Clegg and Glavin considered the suggestion submitted by former SAC Hanson of the Los Angeles Office dated December 28, 1938.

Mr. Hanson reports that with respect to the maintenance of certain foodstuffs in the field offices for use when persons are detained, he wonders whether permission would be given offices such as the Los Angeles Division which have access to all night restaurants and delicatessen stores to purchase such foodstuffs when needed rather than to keep a supply on hand in the office. Mr. Hanson points out that the Los Angeles Division has complied fully with the instructions contained in Bureau Bulletin #124, covering this matter and that the necessary foodstuffs are on hand in his office, but he is fearful that such food might attract vermin, particularly mice.

The Conference is of the opinion that the original instructions contained in the Bureau Bulletin dated December 15, 1938 that certain foodstuffs be maintained for emergency use in each field office be continued.

The Conference is of the opinion that should any SAC feel that vermin is attracted by these foodstuffs, appropriate protective tins be secured so that mice and the like cannot destroy the emergency supply of foodstuffs on hand.

There is attached hereto a communication addressed to the Los Angeles Division concerning this matter.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson, Chairman

RECORDED
W. R. Glavin, Secretary

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/16/90 BY SP5C10MS

66-2554-1553

FEDERAL BUREAU OF INVESTIGATION	
JAN 11 1939	
U. S. DEPARTMENT OF JUSTICE	
TELETYPE	FILE

January 7, 1939

MEMORANDUM FOR THE DIRECTOR

The Conference consisting of Messrs. Tolson, Nathan, E. A. Tamm, Quinn Tamm, Clegg and Glavin considered the suggestion submitted by Special Agent Rowland H. Groff that the Bureau secure envelopes of opaque substance to eliminate the possibility of any unauthorized person reading the contents of any communication contained in the Bureau envelope prior to its proper delivery to the designated addressee. Special Agent Groff points out that occasionally, it is possible to read the contents through the envelope without opening it. He attaches to his suggestion, a sample envelope which had been received from the Navy Department by him, this envelope being attached hereto.

The Conference was advised by Mr. Glavin that the sample envelope furnished by Special Agent Groff is of a very inferior quality, although its wearing qualities are as good, if not better, than the present bond envelopes used by the Bureau. It was further pointed out to the Conference that the sample envelope is on schedule and can be secured by the Bureau at a slightly higher cost than envelopes we are securing at the present time.

It was further pointed out that approximately a year ago, 2,000 opaque envelopes each of sizes 9 and 10 were secured by the Bureau for use in transmitting confidential communications and that advice has been received from the Chief Clerk's Office that these envelopes are still in the Supply Room never having been called for since their purchase. It was pointed out to the Conference that the opaque envelopes presently on hand in the Bureau are of a good quality and cost approximately three times as much as the ordinary envelopes used by the Bureau. The Conference was also advised that the Bureau has on hand approximately 450,000 regular envelopes which is about a year's supply.

The Conference recommends that the Bureau in purchasing additional envelopes purchase the envelopes comparable to the sample attached hereto, pointing out that the opaque envelopes made of bond paper are much too expensive.

If you approve the Conference recommendation in this matter, appropriate instructions will be issued to the Chief Clerk's Office in this regard.

There is attached hereto a communication addressed to Agent Groff regarding his suggestion.

Respectfully submitted,
FOR THE CONFERENCE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 7/16/90 BY SP5C/ADMS

Clyde Tolson, Chairman W.R. Glavin, Secretary

ORIGINAL FILED IN 66-2554-1558X

KAT:EE

January 7, 1939

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered the attached Bureau Bulletin relative to fingerprint files maintained by the Government and were unanimously in favor of issuing same to the field.

Those in attendance were: Messrs. Tolson, Clegg, E. A. Tamm, and E. A. Tamm.

Respectfully,
For the Conference

Clyde Tolson, Chairman

N. R. Glavin, Secretary

** Approved for filing*

Mr. Tolson _____
Mr. Nathan _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Crowl _____
Mr. Egan _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Harbo _____
Mr. Lester _____
Mr. McIntire _____
Mr. Nichols _____
Mr. Q. Tamm _____
Mr. Tracy _____
Miss Gandy _____

Enclosure

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66-2554-1558X1

FEDERAL BUREAU OF INVESTIGATION
JAN 20 1939
U. S. DEPARTMENT OF JUSTICE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 7/10/90 BY SP5CNDMS

ORIGINAL FILED IN 66-2554-1558X1

EAT:JCR

January 5, 1939

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered the attached Bureau Bulletin dealing with the title and character of case in bank robbery reports and with bank robbery albums and was unanimously in favor of the submission of this bulletin to the field.

Those in attendance were Messrs. Tolson, Glavin, Nathan, Q. Tamm and E. A. Tamm.

Respectfully,
For the Conference

Clyde Tolson, Chairman

W. R. Glavin, Secretary

RECORDED
INDEXED

66-2554-1559

FEDERAL BUREAU OF INVESTIGATION

JAN 12 1939

U.S. DEPT. OF JUSTICE

TOLSON

GLAVIN

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/16/90 BY SP5C110MS

ORIGINAL FILED IN 91-0-366

WRG:MTS

January 4, 1939

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, consisting of Messrs. Tolson, E. A. Tamm, Q. Tamm, and Glavin, considered a communication received from the SAC at Philadelphia, wherein it is suggested that the Bureau might consider the purchase of fog lights to be attached to one or two of the Bureau cars assigned to each field office, to be used in those instances where inclement weather due to fog makes traveling at night during an emergency very difficult.

It was pointed out to the Conference that in the past there have been occasions when fog lights could have been very appropriately used, and the Conference is of the opinion that a form letter should be addressed to the field offices, advising them that such fog lights may be secured if desired through a requisition to the Bureau.

There is attached hereto a suggested form letter to be forwarded to the field if the Conference's recommendation is approved by you.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/6/90 BY SP5C10MS

66-2554-1560

FEDERAL BUREAU OF INVESTIGATION
JAN 13 1939
U. S. DEPT. OF JUSTICE
TOLSON TAME

ORIGINAL FILED IN 66-1980-7-1107

HHC:BG

January 5, 1939

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, those present being Messrs. Tolson, Glavin, Nathan, E. A. Tamm, Quinn Tamm and Clegg, considered the suggestion of Special Agent in Charge B. F. Fitzsimons that the excerpt from the volume entitled "The Science of Judicial Proof" by John Henry Wigmore, relative to the introduction of motion pictures as evidence, be printed and distributed to field offices for their interest and information.

The Conference recommended unanimously that this material be forwarded to Judge Holtzoff for an opinion as to its soundness and so that the Bureau can give further consideration to this suggestion in the future.

If this is approved, the material is being referred to Judge Holtzoff accordingly and SAC Fitzsimons is being advised of this action.

Respectfully,

FOR THE CONFERENCE

Glyde Tolson
Chairman

W. R. Glavin
Secretary

cc-Mr. Glavin

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323013
DATE 7/16/90 BY SP5C/ldms

66-2554-1561

FEDERAL BUREAU OF INVESTIGATION
JAN 14 1939
U. S. DEPARTMENT OF JUSTICE

RECEIVED
TOLSON
FBI

66-4809-44

QT:APS

January 7, 1939

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, Messrs. E. A. Tamm, Nathan, Glavin and Quinn Tamm being present, considered the suggestion submitted by the Identification Division that certain changes be made on the back of the Bureau's criminal arrest and identification fingerprint cards. These suggestions were specifically an enlargement of the space for the photograph and a change in the location of the FBI number to a more convenient place on the card.

The Conference was unanimously in favor of adopting the suggested changes when the Bureau orders a new supply of fingerprint cards.

Respectfully,
FOR THE CONFERENCE:

Clyde Tolson,
Chairman

Ok. H

H. H. Glavin,
Secretary

Mr. Tolson _____
Mr. Nathan _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Crowl _____
Mr. Egan _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Harbo _____
Mr. Lester _____
Mr. McIntire _____
Mr. Nichols _____
Mr. Q. Tamm _____
Mr. Tracy _____
Miss Gandy _____

RECORDED

66-2554-1561X

FEDERAL BUREAU OF INVESTIGATION
JAN 18 1939
U. S. DEPT. OF JUSTICE

TOLSON
TAMM
FOUR

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 33,613
DATE 7/16/90 BY SP5/cln/s

ORIGINAL FILED IN 62-2382-42

EAT:EE

January 6, 1939

MEMORANDUM FOR THE DIRECTOR

JW
The Executive Conference considered the attached Bureau Bulletin relative to reports in Bank Robbery Cases and were unanimously in favor of issuing same to the field.

Those in attendance were: Messrs. Nathan, Glavin, Q. Tamm, and E. A. Tamm.

Respectfully,
For the Conference

Clyde Tolson, Chairman

W. R. Glavin, Secretary

Enclosure

Mr. Tolson _____
Mr. Nathan _____
Mr. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Crowl _____
Mr. Dawsey _____
Mr. Egan _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Harbo _____
Mr. Lester _____
Mr. McIntire _____
Mr. Nichols _____
Mr. Tracy _____
Miss Gandy _____

17
RECORDED

66-2554 1561X1
FEDERAL BUREAU OF INVESTIGATION
JAN 26 1939
U. S. DEPARTMENT OF JUSTICE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 333,013
DATE 7/16/90 BY SP5C/llms

ORIGINAL FILED IN 91-0-36584

December 17, 1938

MEMORANDUM FOR THE DIRECTOR

The Conference, consisting of Messrs. Nathan, E. A. Tamm, Quinn Tamm, and Glavin, considered a communication received from Elliott Wisbrod of the Armored Vest Corporation, 29 Broadway, New York City, New York, in which Wisbrod states that he has a new armored vest so light that an officer can wear it in all emergencies without discomfort, which stops all firearms and munitions below mentioned at a range of 25 feet:

- A - Colt special officers model 6 inch barrel loaded with Western Super-X 38 special conical metal point bullet, weighing 150 Grains, having a muzzle velocity of 1125 feet per second and muzzle energy of 420 foot pounds.
- B - 9 m/m German Luger automatic pistol loaded with United States Metal jacketed bullet, weighing 125 grains, having a muzzle velocity of 1040 feet per second and muzzle energy of 300 foot pounds.
- C - Thompson Sub-Machine Gun, 45 Calibre, 10 1/2 inch barrel loaded with Western Super-X Auto piercing conical metal point bullet weighing 230 grains, having a muzzle velocity of 1030 feet per second, and a muzzle energy of 540 foot pounds.
- D - Colt 38 calibre new super automatic pistol, 5 inch barrel, loaded with Winchester metal jacketed bullet, weighing 130 grains, having a muzzle velocity of 1275 feet per second and muzzle energy of 490 foot pounds.
- E - Mauser 7.63 m/m automatic pistol, 7 inch barrel, loaded with a Remington metal jacketed bullet weighing 90 grains, having a muzzle velocity of 1380 feet per second and muzzle energy of 330 foot pounds.

RECORDED

66-2554-1362

FEDERAL BUREAU OF INVESTIGATION

JA 16

JAN 17 1939

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/16/90 BY SP5CJL/MS

ORIGINAL FILED IN 66-6087-290

December 17, 1938

It was pointed out to the Conference that this vest weighs only 8 pounds, being much lighter than the vests presently used by the Bureau. The Conference was of the opinion that even though very little use has been made of the bullet-proof vests presently in the possession of the Bureau, it is incumbent upon us to thoroughly check into this new type of vest to determine whether it could be used by Agents of this service. It was further pointed out that Wisbrod does not bear too good a reputation; further, that he is somewhat of a publicity hound.

The Conference recommends that SAC Brantley be instructed to secure a sample vest for transmission to the Bureau so that appropriate tests might be made. Subject to your approval there is attached hereto a communication addressed to SAC Brantley concerning this matter.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

(copy-cmcw)

FEDERAL BUREAU OF INVESTIGATION

WASHINGTON, D.C.

HHC:RLC

January 9, 1939

MEMORANDUM FOR THE DIRECTOR

The Executive Conference recommended that the Reception for both the students attending the FBI National Police Academy and the New Agents be held on the afternoon of Friday, January 13th, at the Willard Hotel, 5:00 P.M.

Reservations have been made at the Willard Room and if this is approved, the attached memorandum is being forwarded accordingly.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

CC: Mr. Glavin.

Enclosure

O.K. - H.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 33,013
DATE 7/16/90 BY SP5C.10MS

RECORDED

66-2554-1563
FEDERAL BUREAU OF INVESTIGATION
JAN 16 1939
U. S. DEPARTMENT OF JUSTICE
TOLSON
FOUR
PAGES FILED

ORIGINAL FILED IN 1-4-2-15

HHC:BG

January 5, 1939

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, those present being Messrs. Tolson, Glavin, Nathan, E. A. Tamm, Quinn Tamm and Clegg, considered the suggestion of Special Agent in Charge J. S. Bugas that the Bureau permit the filing of pending, inactive, unassigned, duplicate assignment cards in a separate section of the duplicate assignment card box.

The Conference unanimously recommended the adoption of this suggestion and the issuance of a bulletin approving it. It was felt that by adopting this suggestion it will be possible for a Special Agent in Charge with a large number of unassigned, inactive cases to so arrange the cards in this duplicate assignment card box that it would aid him in organizing his work for court action in the various districts and at the same time would remove from among the active cards those which did not need to be given regular attention because they were inactive. It was also felt that they might be subdivided, if desired, by court districts.

If this is approved, a bulletin will be issued accordingly and SAC Bugas is being advised.

Respectfully,

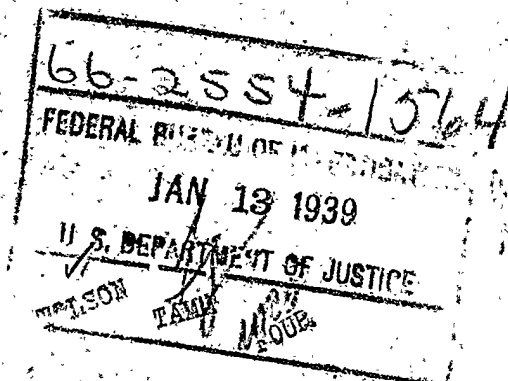
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

cc-Mr. Glavin

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 33,613
DATE 7/10/90 BY SP3/clm/s



ORIGINAL FILED IN 66-30-3839

WRG:atw

December 30, 1938

MEMORANDUM FOR THE DIRECTOR

The Conference consisting of Messrs. E. A. Tamm, Nathan, Quinn Tamm and Glavin considered the suggestion submitted by George W. Gutteridge of the Communications Section that the Bureau establish the practice of having leave applications for employees at the Seat of Government submitted in duplicate so that one copy may be retained in the Chief Clerk's Office for reference purposes after hours.

The Conference was advised that Mr. Gutteridge's suggestion emanated from the fact that during the past week, it had been necessary to secure the address after working hours of a Technical Section employee on leave and that the address record was not readily available. It was further pointed out that during office hours, this information can always be secured from the Department which maintains the Seat of Government leave slips after they have been appropriately entered on our records.

The Conference was further advised by Mr. Glavin that in the last four and one-half years, this was the first instance of this kind wherein it was necessary to secure this information after office hours and in view of this fact and considering the additional work necessary to maintain these records, it is not believed advisable to secure additional leave slips from employees at the Seat of Government and set up additional record systems.

There is attached hereto a communication addressed to Mr. Gutteridge concerning this matter.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson, Chairman

RECORDED

W. R. Glavin, Secretary

JAN 13 1939

ICE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 333013
DATE 7/10/90 BY SP5C110MS

TOLSON

TAMM

FOUR

ORIGINAL FILED IN 66-2087-1408X

December 5, 1938

EAT:JCR

MEMORANDUM FOR THE DIRECTOR

The Executive Conference composed of Messrs. Tolson, Nathan, Clegg, E. Tamm, Crowl, and E. A. Tamm considered the attached Bureau Bulletin relative to the instructions to be observed in the detention of persons in field office detention rooms, and unanimously approved its distribution to the field.

Respectfully,
For the Conference

Clyde Tolson, Chairman

W. R. Glavin, Secretary

66-6205-41

ORIGINAL FILED

RECORDED

66-2554-1566

FEDERAL BUREAU OF INVESTIGATION
JAN 12 1939
U. S. DEPARTMENT OF JUSTICE

SAICOR

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/10/90 BY SP5C11PMS

WRG:MTS

January 3, 1939

MEMORANDUM FOR THE DIRECTOR

09/1/39

The Conference, consisting of Messrs. Tolson, E. A. Tamm, Quinn Tamm, and Glavin, reconsidered the suggestion submitted by Mr. Laughlin that certain file cabinets in the Files Section be sealed to eliminate the possibility of files being withdrawn from those files and of current files being misfiled in dead file drawers.

The Conference was advised that at the present time 1,604 cabinets in the Files Section are without locks and 272 with locks. In order to equip the cabinets with the cheapest type of bar lock, it would be necessary to expend an amount of \$5.00 for the installation of each lock. It was pointed out that the cost of the installation of the locks is all out of proportion to the benefits which would accrue through having certain of the dead files locked at all times.

It is therefore recommended by the Conference that the suggestion submitted by Mr. Laughlin that certain drawers be sealed be unfavorably considered and that instructions be issued to Mr. Laughlin that his suggestion has been disapproved.

Respectfully,
For the Conference

RECORDED & INDEXED

Clyde Tolson
Chairman

W. R. Glavin
Secretary

66-2554-1567	
FEDERAL BUREAU OF INVESTIGATION	
JAN 17 1939	
U. S. DEPT. OF JUSTICE	
TOLSON	TAMM
FOUR	

I ENCL. B.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323013
DATE 7/10/90 BY SP5CJLDM/5

WRG:MTS

December 13, 1938

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, consisting of Messrs. Tolson, Nathan, Clegg, E. A. Tamm, Quinn Tamm, and Glavin, considered a suggestion submitted by Mr. Laughlin that file drawers containing files of an inactive nature be sealed in order that it will not be necessary to recheck those file drawers at some future date should a file become lost and its location not known.

The Conference was advised by Mr. Glavin that at the time files are misplaced or lost, as a last possibility, all file drawers in the entire Files Section are checked; that on each one of these checks numerous dead file drawers of necessity must be checked, because no assurance can be had that the missing file was not inadvertently filed in one of the dead drawers. It was pointed out to the Conference that should these dead cabinets be sealed, it would narrow down the search considerably, it of course being pointed out that should the file not be located it might in some instances be necessary to unseal the cabinets for a further check.

Subject to your approval, this procedure has been approved.

Respectfully,
For the Conference

Clyde Tolson
Chairman

RECORDED

W. R. Glavin
Secretary

66-2554-1567

FEDERAL BUREAU OF INVESTIGATION		
JAN 17 1939		
U. S. DEPARTMENT OF JUSTICE		
TOLSON	WATKINS	MOORE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/16/90 BY SP5C110MS

WRG:atw

January 5, 1939

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 333013
DATE 7/10/90 BY SP5 C110MS

MEMORANDUM FOR THE DIRECTOR

71-2
✓ The Executive Conference consisting of Messrs. Nathan, Tolson, E. A. Tamm, Clegg, Quinn Tamm and Glavin considered the desirability of having the El Paso Office retype some 40,000 old index cards covering old files dating back to 1920 and prior thereto, for the most part covering delinquent registrants, deserters, theft of Government property and prohibition cases, it being pointed out that SAC Untreiner had requested permission to destroy these old index cards and the files pertaining thereto inasmuch as they are of no practical use at the present time.

The Conference was also advised that at the time Mr. Egan made his inspection of the El Paso Office on August 5, 1938, he recommended that these old index cards be filed in dead storage space presently used by that office pending final decision as to the final disposition thereof.

At the time of the inspection, it was recommended by Mr. Clegg that this recommendation be disapproved and that the El Paso Office be instructed to retype these index cards and that they be filed in the regular index file. Mr. Glavin pointed out to the Conference that he had had the opportunity of examining these cards and he was of the opinion that would it take from 75 to 90 days to retype the cards and, frankly, after retyping and inserting them in the current index, they would serve no useful purpose in being included therein. It was pointed out to the Conference that these cards at the present time are in index cabinets and can be referred to by the El Paso Office if and when necessary and that it was believed the use to which they would be put after being retyped and inserted in the current index file would not justify the hiring of a temporary employee for a period of some 75 days to do the necessary work. It was further pointed out these index cards could be placed in dead storage with the old files in the attic of the building; that the old files at present are in storage boxes, but that filing cabinets have been ordered for them and appropriate searches could be made of the index in its present condition.

RECORDED

✓ The Conference recommended that the El Paso Office be instructed that it will not be necessary to retype and insert old index cards in the current index.

If approved by you, there is attached hereto a communication addressed to the Special Agent in Charge at El Paso concerning this matter.

O.K. - H.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson, Chairman W. R. Glavin, Secretary

ORIGINAL FILED IN 66-1934-5843

66-2554-1568

JAN 17 1939
FEDERAL BUREAU OF INVESTIGATION
U.S. DEPARTMENT OF JUSTICE
TOLSON

HHC:BG

January 5, 1939

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, those present being Messrs. Tolson, Glavin, Nathan, E. A. Tamm, Quinn Tamm and Clegg, considered the suggestion of Mr. Untreiner that the error in the Manual of Rules and Regulations which shows that investigations in the State of Sonora, Mexico, are handled by the Phoenix office, be changed to show that this area is now covered by the El Paso office.

The Conference believed this change should be made when next the Manual is amended and that a bulletin should call attention to this error when next a general bulletin is submitted to the field. A suggested bulletin is being prepared and Mr. Untreiner is being advised accordingly, if approved.

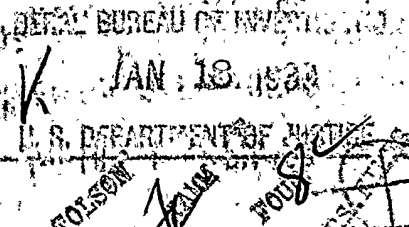
Respectfully,

FOR THE CONFERENCE

Clyde Tolson
Chairman

RECORDED

E. A. Glavin
Secretary



cc-Mr. Glavin

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/16/90 BY SP5C/LDM/S

Mr. Tolson.....
Mr. Nathan.....
Mr. E. A. Tamm.....
Mr. Clegg.....
Mr. Coffey.....
Mr. Crowl.....
Mr. Egan.....
Mr. Foxworth.....
Mr. Glavin.....
Mr. Harbo.....
Mr. Lester.....
Mr. McIntire.....
Mr. Nichols.....
Mr. Quinn Tamm.....
Mr. Tracy.....
Miss Gandy.....

WRG:atw

January 11, 1939

MEMORANDUM FOR THE DIRECTOR

✓
The Conference, consisting of Messrs. Nathan, Tolson, Clegg, E. A. Tamm, Quinn Tamm and Glavin considered a memorandum prepared by Mr. Glavin for distribution to all investigative personnel covering retirement benefits for Special Agents of this Bureau. This memorandum was prepared due to the fact a great many inquiries were being received from Agents concerning retirement and in some instances self-appointed advisors in the field had undoubtedly been furnishing incorrect information to such Agents.

The draft attached hereto has been reviewed by the retirement expert in the Civil Service Commission and no changes were suggested by him.

If you approve, it will be prepared in memorandum form for distribution to all Special Agent employees.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

RECORDED

66-2554-1569X

FEDERAL BUREAU OF INVESTIGATION	
✓ FEB 1 1939	
U. S. DEPARTMENT OF JUSTICE	
TOLSON	AMM
FOUR	

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 333,013
DATE 7/10/90 BY SP5CNDMS

ORIGINAL FILED IN 66-2554-384

EST:WV

January 18, 1939

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered the attached Bureau Bulletin relative to placing wanted notices in the Identification Division, and were unanimously in favor of forwarding the same to the field.

Those in attendance were Messrs. Tolson, Nathan, Quinn Tamm and E. A. Tamm.

Respectfully,
For the Conference

Clyde Tolson, Chairman

W. R. Glavin, Secretary

RECORDED

66-2554-7569X1

FEDERAL BUREAU OF INVESTIGATION
FEB 3 1939
U. S. DEPARTMENT OF JUSTICE
TOLSON TAMM FOUR

Mr. Tolson _____ Enclosure

Mr. Nathan _____

Mr. E. A. Tamm _____

Mr. Clegg _____

Mr. Coffey _____

Mr. Crowl _____

Mr. Egan _____

Mr. Foxworth _____

Mr. Glavin _____

Mr. Harbo _____

Mr. Lester _____

Mr. McIntire _____

Mr. Nichols _____

Mr. Q. Tamm _____

Mr. Tracy _____

Miss Gandy _____

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/16/90 BY SP5C/llms

ORIGINAL FILED IN 62-24151-213

GT:APS

January 18, 1939

MEMORANDUM FOR THE DIRECTOR

The Executives' Conference, Messrs. Tolson, Nathan, Glavin, E. A. Tamm and Quinn Tamm being present, considered the attached suggestion from Mr. A. T. Potter, in which he suggested that the photographs of known impersonators and check artists be included in the general appearance file of confidence men in the Single Fingerprint Section.

The Conference was unanimously of the opinion that these photographs would serve no material value in the Single Fingerprint Section and would tend to decrease the present value of the confidence file.

If you approve, there is attached hereto a letter thanking Mr. Potter for his suggestion.

Respectfully,
FOR THE CONFERENCE:

Clyde Tolson,
Chairman

W. R. Glavin,
Secretary

Mr. Tolson _____
Mr. Nathan _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Crowl _____
Mr. Egan _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Harbo _____
Mr. Lester _____
Mr. McIntire _____
Mr. Nichols _____
Mr. Q. Tamm _____
Mr. Tracy _____
Miss Gandy _____

RECORDED

66-2554-1570
FEDERAL BUREAU OF INVESTIGATION
JAN 22 1939
U. S. DEPARTMENT OF JUSTICE
TOLSON
LEWIS

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,913
DATE 7/10/96 BY SP5C11DMJS

ORIGINAL FILED IN 66-607-833

DALLAS

January 21, 1939

Special Agent in Charge
Little Rock, Arkansas

Dear Sir:

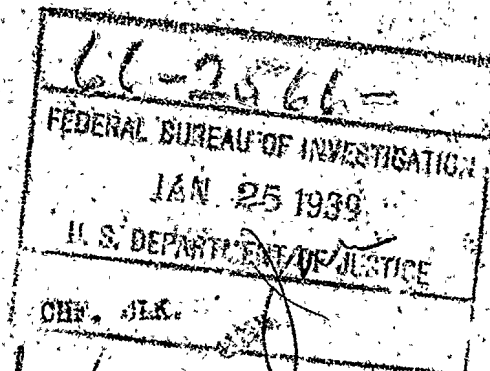
With reference to your letter of January 17, 1939, please be advised that Special Agent D. L. CORLOCK has been advised that he is a necessary witness to appear before the Grand Jury at Little Rock, Arkansas, at 10 a.m. on January 23, 1939, in the case of ROBERT JAMES HALLAN, with aliases; NATIONAL MOTOR VEHICLE THEFT ACT. He will be there at the time indicated.

Very truly yours

E. E. CONROY
Special Agent in Charge

RECORDED
66-

cc Bureau



3
QT:APS

January 18, 1939

MEMORANDUM FOR THE DIRECTOR

0
The Executives' Conference, Messrs. Tolson, Nathan, Glavin, E. A. Tamm, Clegg and Quinn Tamm being present, considered the suggestion of Mr. G. J. Engert in which he suggested that the term "bank burglary" be enlarged to include "safe burglary", "safe robbery", "safe cracking", and that the fingerprints of these individuals be entered in the Bureau's single fingerprint file. Mr. Engert also suggested that the records of individuals having three or more arrests for armed robbery be included.

The Conference was unanimously of the opinion that this should not be done, believing that these records would serve no material purpose in the single fingerprint file and would tend to make the file large and unwieldy.

Mr. Engert further suggested that the Bureau follow up its bulletin which was issued to the Field Divisions in 1933, requesting that they advise concerning notorious gangsters in their district so that these gangsters' fingerprints might be filed in the single fingerprint file.

The Conference was unanimously of the opinion that this should be done and there is attached hereto for your approval a letter addressed to the field, requesting this survey.

A letter addressed to Mr. Engert is also attached.

Respectfully,
FOR THE CONFERENCE:

Clyde Tolson,
Chairman

W. H. Glavin,
Secretary

Mr. Tolson _____
Mr. Nathan _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Crowl _____
Mr. Egan _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Harbo _____
Mr. Lester _____
Mr. McIntire _____
Mr. Nichols _____
Mr. Q. Tamm _____
Mr. Tracy _____
Miss Gandy _____

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 7/10/90 BY SP5C110MS

66-2554-1571
FEDERAL BUREAU OF INVESTIGATION
JAN 24 1939
U. S. DEPARTMENT OF JUSTICE

ORIGINAL FILED IN 91-0-3711

HHC:WKB

January 21, 1939

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, those present being Messrs. Tolson, Nathan and Clegg, gave consideration to the suggestion contained in the letter from the Cleveland Office dated November 28, 1938, wherein SAC Rosen indicated that Special Agent W. H. Espey had collected material for a kit which could be used in transporting needed equipment to the scene of a crime. The kit in question is very similar to that used in the Training Division for transporting material to Quantico to be used in crime scene searches.

The question of the need for such a kit and its contents was submitted to Messrs. Gurnea and Connelley. Mr. Gurnea indicated he did not believe such a kit would be used sufficiently to justify any large expenditure by the Bureau for additional equipment. Mr. Connelley stated that he did not believe this kit would be needed with such frequency as to warrant its assembly for each office as it duplicates to a great extent the equipment already in other kits.

The members of the Conference present concurred with the opinion of Messrs. Gurnea and Connelley and recommended an unfavorable report to the purchase of such equipment for each office.

A letter is being addressed to the Cleveland Office accordingly if approved.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

cc Mr. Glavin.

RECORDED

66-2134-1571X

FEDERAL BUREAU OF INVESTIGATION
FEB 3 1939
U. S. DEPARTMENT OF JUSTICE

SEARCHED INDEXED
SERIALIZED FILED
FEB 3 1939
FBI - CLEVELAND

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 7/16/90 BY SP5C11DM5

ORIGINAL FILED IN 66-2134-3716X

HHC:WKB

January 21, 1939

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, those present being Messrs. Tolson, Nathan and Clegg, considered the inquiry of SAC Brantley of the New York Office as to whether one evening per week might be set aside for the female employees of the New York Office to use the gymnasium now being equipped in that office.

The members of the Conference present recommended that the gymnasium be made available one evening only per week for the female employees to use after regular office hours. It will be necessary, however, that all the employees desiring to take this training make use of the gymnasium on the same evening in order to make it available the remaining times for the Special Agents of that office. It was further believed that the Special Agent in Charge should designate one of the female employees of that office to supervise this training and that no Special Agent should be present during the time this training is being given.

If this is approved, SAC Brantley is being advised accordingly.

Respectfully
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

cc Mr. Glavin

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/16/90 BY SP5CJ/MS

66-2554-1571X1

FEDERAL BUREAU OF INVESTIGATION	
FEB 10 1939	
U. S. DEPARTMENT OF JUSTICE	
TOLSON	Glavin

ORIGINAL FILED IN 66-4782-622X

CT:APS

January 17, 1939

MEMORANDUM FOR THE DIRECTOR

The Executives' Conference, Messrs. Tolson, Nathan, Glavin, E. A. Tamm and Quinn Tamm being present, considered the suggestion of Mr. Quinn Tamm that certain changes be made in the physical set-up of the Single Fingerprint Section, the specific changes being (1) a new type of furniture, namely walnut double desks replacing the oak tables presently in use; (2) that an exhibit case showing the various types of powders used in the mechanical development of latent fingerprints be on display in this Section; (3) that enlarged charts and photographs depicting interesting identifications in latent fingerprint cases be placed on the walls; (4) that the modus operandi file which is no longer used by the Bureau but still maintained in the Single Fingerprint Section be transferred to the File Room.

The Conference was unanimously in favor of adopting these suggestions with the provision that tours of the Single Fingerprint Section be limited to those special tours which are specifically authorized by you to visit this Section. If approved, the suggestions will be placed in effect as soon as possible.

Respectfully,
FOR THE CONFERENCE:

Clyde Tolson,
Chairman

W. R. Glavin,
Secretary

Mr. Tolson _____
Mr. Nathan _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Crowl _____
Mr. Egan _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Harbo _____
Mr. Lester _____
Mr. McIntire _____
Mr. Nichols _____
Mr. Q. Tamm _____
Mr. Tracy _____
Miss Gandy _____

RECORDED

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/16/90 BY SP5C/IDMS

66-2554-1571X2

FEDERAL BUREAU OF INVESTIGATION
FEB 13 1939
U. S. DEPARTMENT OF JUSTICE
TOLSON Tamm Tamm

ORIGINAL FILED IN 66-1571-99

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BHC:WKB

January 21, 1939

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, those present being Messrs. Tolson, Nathan and Clegg, gave consideration to the suggestion contained in the letter from the Cleveland Office dated November 28, 1938, wherein SAC Rosen indicated that Special Agent W. H. Espey had collected material for a kit which could be used in transporting needed equipment to the scene of a crime. The kit in question is very similar to that used in the Training Division for transporting material to Quantico to be used in crime scene searches.

The question of the need of such a kit and its contents was submitted to Messrs. Gurnea and Connelley. Mr. Gurnea indicated he did not believe such a kit would be used sufficiently to justify any large expenditure by the Bureau for additional equipment. Mr. Connelley stated that he did not believe this kit would be needed with such frequency as to warrant its assembly for each office as it duplicates to a great extent the equipment already in other kits.

The members of the Conference present concurred with the opinion of Messrs. Gurnea and Connelley and recommended an unfavorable report to the purchase of such equipment for each office.

A letter is being addressed to the Cleveland Office accordingly if approved.

Respectfully,
For the Conference

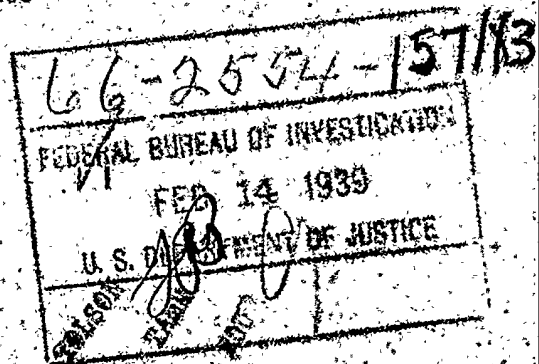
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Glyde Tolson
Chairman

W. R. Glavin
Secretary

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 3-3-013
DATE 7/16/90 BY SP2 JDM/s

cc Mr. Glavin



ORIGINAL FILED IN 91-11-3547

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BAT:MFW

January 18, 1939

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered the attached Bureau Bulletin relative to the Fair Labor Standards Act of 1938, and were unanimously in favor of forwarding the same to the field.

Those in attendance were Messrs. Tolson, Nathan, Quinn Tamm and E. A. Tamm.

Respectfully,
For the Conference

Clyde Tolson, Chairman

E. R. Glavin, Secretary

Enclosure

Mr. Tolson _____
Mr. Nathan _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Crowl _____
Mr. Egan _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Harbo _____
Mr. Lester _____
Mr. McIntire _____
Mr. Nichols _____
Mr. Q. Tamm _____
Mr. Tracy _____
Miss Gandy _____

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HEREIN IS UNCLASSIFIED 323,613
DATE 7/16/90 BY SP5C110MS

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FEDERAL BUREAU OF INVESTIGATION	
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U. S. DEPARTMENT OF JUSTICE	
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UNITED STATES DEPARTMENT OF JUSTICE
WASHINGTON, D. C.

WRG:MTS.
66-5827

January 23, 1939

MEMORANDUM FOR THE DIRECTOR

The Conference, consisting of Messrs. Tolson, Nathan, E. A. Tamm, Quinn Tamm, and Glavin, considered a communication received from SAC McLaughlin of the Huntington Office, wherein he requests the Bureau to reconsider its previous decision regarding furnishing the field office telephone number to various law enforcement agencies and banks so that they will have at their fingertips the desired information and will be able to communicate with the proper office in a minimum amount of time. Mr. McLaughlin forwarded with his communication of reference a regular 4 x 6 card put out by the U. S. Secret Service of the Treasury Department giving this information, the reverse thereof showing the jurisdiction of that agency. Mr. McLaughlin was of the opinion that such cards serve a useful purpose and he again requests that a similar card be provided for Bureau field offices.

The Conference, which unfavorably considered this recommendation previously, again recommends unfavorably on it. It is pointed out that Identification Orders and Law Enforcement Bulletins, special wanted notices, and like material show Bureau field offices and telephone numbers and it is not believed that such additional data are necessary.

If you approve, there is attached hereto a communication addressed to Mr. McLaughlin in this matter.

Respectfully,
For the Conference

RECORDED
Clyde Tolson
Chairman

W. R. Glavin
Secretary

66-2554-1577

FEDERAL BUREAU OF INVESTIGATION
JAN 27 1939
U. S. DEPARTMENT OF JUSTICE
TOLSON Tamm Tamm

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/10/90 BY SP5CJ/DM5

January 23, 1939

MEMORANDUM FOR THE DIRECTOR

During the course of the third Kidnap Squad School Mr. Clegg called a meeting of Inspectors Connelley and Gurnea, and Special Agents in Charge Hood, Suran, Brantley, Ladd, Kitchen and Peterson to consider the question as to whether the additional loud speaker equipment should be installed in each field office.

They reported as follows: Mr. Ladd, Mr. Peterson and Mr. Suran recommended the purchase of such loud speaker equipment for each office. Messrs. Connelley, Gurnea, Brantley Hood and Kitchen opposed the purchasing of such equipment for each field office.

Messrs. Connelley and Gurnea recommended that such equipment be purchased for the Detroit, Los Angeles, Philadelphia and St. Paul Offices which four speakers with the six more expensive speakers already available in the field and at the Seat of Government, would provide an adequate quantity of such equipment for emergencies which might arise.

Attention should be called to the fact that this equipment is not particularly serviceable unless a room has been specially equipped with rugs and draperies which would eliminate sound reverberations and make the conversations understandable. All members of the Inspectors and Special Agents in Charge group above-mentioned agreed that if the equipment were thus installed, it should be placed in conference rooms so equipped rather than in detention rooms. They expressed the further opinion that bars should not be placed over windows of the conference rooms as this would attract attention to these rooms and they would be unnecessary because Agents would be on guard duty during the interviews.

RECORDED

Mr. Tolson pointed out that since a specially prepared conference room was necessary to make the equipment of maximum value, he recommended that the \$100 loud speaker equipment be purchased for all field offices except those where the six sets

Mr. Tolson
Mr. Nathan
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Crowl
Mr. Dawsey
Mr. Egan
Mr. Foxworth
Mr. Glavin
Mr. Harbo
Mr. Lester
Mr. McIntire
Mr. Nichols
Mr. Quinn Tamm
Mr. Tracy
Miss Gandy

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HEREIN IS UNCLASSIFIED 323,013
DATE 7/10/90 BY SP5CJ/LMS

66-25511-1572X

FEDERAL BUREAU OF INVESTIGATION
JAN 26 1939
U. S. DEPARTMENT OF JUSTICE
TOLSON TAMM LAB FOUR WRM

ORIGINAL FILED IN 66-5815-326X

January 23, 1939

are presently located now: Washington, New York, Chicago, Atlanta, Kansas City and San Francisco. Mr. Tolson further recommended that Conference Rooms be prepared in each field office to make this equipment serviceable to a maximum degree of efficiency. The estimated cost was approximately \$20,000.

Mr. Nathan and Mr. Clegg favored the suggestion of Messrs. Connelley and Gurnea that the equipment be purchased for the Detroit, Los Angeles, Philadelphia and St. Paul Offices so that it would be reasonably near any emergency which might arise. This would make ten sets of loud speakers available.

Because of the infrequent need for such equipment, the Executive Conference believed that no additional sets should be purchased at this time in view of the cost of such equipment. Those present at this Conference were Messrs. Tolson, Nathan and Clegg.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

cc Mr. Glavin

WEG:MTS

January 23, 1939

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, consisting of Messrs. Tolson, Nathan, E. A. Tamm, Quinn Tamm, and Glavin, considered a suggestion submitted by SAC Sackett of the Milwaukee Office that scales be furnished the various field offices for the purpose of weighing subjects, suspects, and persons being interviewed whose descriptions are being obtained at the field offices in order that such descriptive data may be as complete as possible.

The Conference has unfavorably considered such suggestions in the past. It is of the opinion that such scales are not necessary in the various field offices and that descriptive data covering weight can be approximated quite accurately through an appropriate question to the person being described, or through visual observation of the person. It is not believed necessary that weight be correct to the pound.

There is attached hereto a communication addressed to Mr. Sackett concerning this matter.

Respectfully,
For the Conference.

Clyde Tolson
Chairman

RECORDED & INDEXED

W. R. Glavin
Secretary

66-2554-1573

FEDERAL BUREAU OF INVESTIGATION
JAN 27 1939
U. S. DEPARTMENT OF JUSTICE

TOLSON TAMM

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HEREIN IS UNCLASSIFIED 323,013
DATE 7/10/90 BY SP5C/LMS

ORIGINAL FILED IN

January 21, 1939

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, those present being Messrs. Tolson, Nathan and Clegg, considered the letter from the Kansas City office dated January 10, 1939, with further reference to the loading of firearms into Bureau automobiles when the Agents of that office proceeded to take outdoor firearms training.

The previous suggestion of the Bureau that the emergency door be used for this purpose does not appear to be possible in view of objections by the bank officials of the Federal Reserve Bank in which this Bureau's field office is located.

The Kansas City Office desires that the equipment therefore be moved down an exclusive elevator to the basement and to a street elevator which opens out on the open sidewalk and that the guns be loaded from the sidewalk elevator when it reaches the level of the sidewalk into the waiting Bureau car.

The Conference believed that this was undesirable. It was felt that it would be preferable if the emergency door could not be used for the weapons to be placed in the gun cases and transported a few at a time to the waiting automobile in which should be seated a Special Agent armed with his sidearm and with a .351 rifle concealed but immediately available. The movement of these guns a few at a time to the waiting automobile would likely attract considerably less attention than would the use of the sidewalk elevator which would be accompanied by the ringing of a bell.

If this is approved the Kansas City Office is being advised accordingly.

Respectfully
For the Conference

Glyde Tolson
Chairman

W. R. Glavin
Secretary

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ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/16/90 BY SP5C/DM5

66-2554-1574

FEDERAL BUREAU OF INVESTIGATION

FEB 1 1939

U. S. DEPARTMENT OF JUSTICE

TOLSON

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FOUR

Mr. Tolson
Mr. Nathan
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Crowl
Mr. Dawsey
Mr. Egan
Mr. Foxworth
Mr. Glavin
Mr. Harbo
Mr. Lester
Mr. McIntire
Mr. Nichols
Mr. Quinn Tamm
Mr. Tracy
Miss Gandy

Mr. Glavin

ORIGINAL FILED IN 66-3760-18-353

January 26, 1939

MEMORANDUM FOR THE DIRECTOR

6

The Executive Conference, Messrs. Tamm, Quinn Tamm, Nathan, Glavin and Clegg being present, unanimously recommended that Special Agent J. R. Ruggles presently assigned to the Hatnap Squad be designated as the Counselor in the next class of newly appointed Special Agents to begin February 6, 1939. Mr. Tamm indicated that he believed Agent Ruggles might be spared and if he developed properly in this position he might be subsequently found serviceable as a Supervisor as he appeared to make a good showing during the Kidnap Squad School.

The names of Special Agents J. F. Pryor and A. E. Ostholthoff were likewise given consideration but in view of their assignment on special phases of work, it was believed that Agent Ruggles' selection would be preferable.

The Conference also considered the designation of a Special Agent to appear before the same school for a period of three weeks to receive experience and training as an Instructor. It was believed to be advantageous for Special Agent A. E. Leonard now assigned to the Crime Records Division to be given this experience with first alternate L. A. Obenshain and second and third alternates Roger Gleason and J. B. Fitzgerald.

Mr. Harbo has indicated that this would be an inconvenient time for Mr. Leonard to be given this training due to the compilation of the Annual Reports and due to the fact that Mr. Leonard is under subpoena early in February, although he would be glad to have him take it at some subsequent school.

This apparently precludes the first preference of the Conference which recommended Agents Obenshain, Gleason and Fitzgerald in the order named as alternates.

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HEREIN IS UNCLASSIFIED 323,013
DATE 7/16/90 BY SP5C/LMS

Respectfully
For the Conference

RECORDED

Clyde Tolson
Secretary

W. R. Glavin
Secretary

cc Mr. Glavin

Mr. Tolson
Mr. Nathan
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Crowl
Mr. Dawsey
Mr. Egan
Mr. Foxworth
Mr. Glavin
Mr. Harbo
Mr. Lester
Mr. McIntire
Mr. Nichols
Mr. Quinn Tamm
Mr. Tracy
Miss Gandy

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FEDERAL BUREAU OF INVESTIGATION

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FBI - NEW YORK

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EAT:DM

January 24, 1939

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered the question raised by the letter addressed to the Bureau under dated of January 9, 1939, by Will S. Wood, Acting Commissioner of the Bureau of Narcotics, as to whether the Bureau will conduct investigations into cases arising under the Harboring Statute in those situations in which the substantive offense has been investigated by some agency other than the Federal Bureau of Investigation. It was the unanimous opinion of the Executive Conference that the Bureau confine its investigation under the provisions of the Harboring Statute to those cases in which the Bureau has conducted the substantive investigation. It is pointed out that the Harboring cases are very unpopular with prosecuting attorneys, juries and Judges when they involve immediate relatives of a fugitive and that consequently if the Bureau were to accept cases of this kind arising out of Federal violations not within the primary investigative jurisdiction of the Bureau, other Federal agencies would refer to us all of their undesirable cases.

If you agree with the Conference's recommendation, there is attached hereto a letter to the Bureau of Narcotics advising them of the Bureau's views in this matter.

Those in attendance at the conference were Messrs. Nathan, Tolson, Glavin, Q. Tamm and Edward A. Tamm.

Respectfully,
For the Conference

Clyde Tolson, Chairman

W. R. Glavin, Secretary

RECORDED

66-2554-1576

FEDERAL BUREAU OF INVESTIGATION
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ORIGINAL FILED IN 66-2554-1576

April 13, 1939

EAT:HA

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered the suggestion emanating sometime ago from Supervisor Lawler that one copy of all incoming communications be placed in the Bureau files immediately and a second copy routed to the Supervisors and other Bureau officials. The purpose of this plan would be to maintain all of the files in an up-to-date manner at all times. The views of several Supervisors were solicited concerning this suggestion and they believed the suggestion possesses some merit. The suggestion was submitted to Mr. Egan during the course of his inspection of the Files Section and in a memorandum which has been considered by the Executive Conference. Mr. Egan points out that the plan would necessitate the utilization of the services of additional file employees. The system would result in a considerable duplication of filing operations and it is not believed by the Executive Conference that the benefits accruing from the adoption of this suggestion would be commensurate with the greatly increased amount of filing work which would have to be performed. For these reasons the Executive Conference was unanimously opposed to the adoption of this suggestion.

Those in attendance were Messrs. Nathan, Tolson, Glavin, Quinn Tamm, Hince and E. A. Tamm.

Respectfully,
For the Conference,

RECORDED

Clyde Tolson
Chairman

E. E. Glavin
Secretary

66-2554-1577
FEDERAL BUREAU OF INVESTIGATION
APR 21 1939
U. S. DEPARTMENT OF JUSTICE
TOLSON TAMM HURD

Mr. Tolson.....
Mr. Nathan.....
Mr. E. A. Tamm.....
Mr. Clegg.....
Mr. Coffey.....
Mr. Crowl.....
Mr. Egan.....
Mr. Foxworth.....
Mr. Glavin.....
Mr. Harbo.....
Mr. L. A. R.....
Mr. McIntire.....
Mr. Nichols.....
Mr. Quinn Tamm.....
Mr. Tracy.....
Miss Gandy.....

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HEREIN IS UNCLASSIFIED 323,013
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ORIGINAL FILED IN 66-2554-1577

JEL:JHE

January 24, 1939

MEMORANDUM FOR MR. L. A. TAMM

In connection with the suggestion to place immediately one copy of the correspondence received in the Bureau from the field offices in the file prior to its being routed to Bureau officials and supervisors, it is desired to set forth the following observations as to the advantages and disadvantages which may be derived from the adoption of such a system by the Bureau. It might be pointed out that if such a system is adopted, the detail administration would necessarily be a problem for the file room to decide, but it is believed that the one copy placed in the file should be stamped and serialized. There are listed below the following observations.

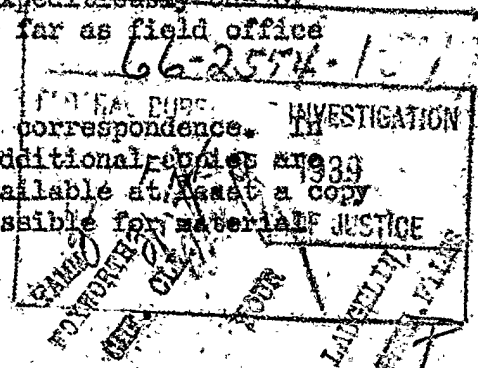
1. It will be following the system presently required of the field, namely, when correspondence is received, it is necessary for two copies of the correspondence to be stamped, one copy of which is initialed by the SAC and routed to the chief clerk where it is then placed in the file after the required handling of this serial is had by the chief clerk. The other copy is routed to the Agent to whom the case is assigned, or if unassigned, it is routed to the chief clerk for filing after being initialed by the SAC. This system is required of the field, as we understand it, so as to always have available a copy of all correspondence received from the Bureau and the other field offices. The complete file is maintained so as to allow the SAC to give prompt answers to the Bureau and other inquiries received.

2. It will reduce the possibilities of the file not being up to date at all times. The only correspondence not appearing in the file will be the correspondence other than that received from the field offices. Further, the only delay in making the file up to date will be the time required for the handling of the material in the file room. As you know, this will answer as expeditiously one of the present purposes of the abstract system as far as field office communications are concerned.

RECORDED & INDEXED

3. It will reduce the loss of the entire correspondence. In other words, if one copy is detached and two additional copies are subsequently lost in routing, there will be available at least a copy of this correspondence. As you know, it is possible for material of justice

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Mr. Tolson _____
Mr. Nathan _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Crowl _____
Mr. Egan _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Harbo _____
Mr. Lester _____
Mr. McIntire _____
Mr. Nichols _____
Mr. Q. Tamm _____
Mr. Tracy _____
Miss Gandy _____

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Memorandum for
Mr. E. A. Tamm

- 2 -

January 24, 1939

to become attached to other correspondence and files and thus not be readily available.

4. It will reduce the time in searching for missing serials. You are aware that some correspondence is routed at times to a number of Bureau officials and supervisors. If one copy of this material is available in the file, this search will not have to be conducted. As you know, there is usually a considerable amount of confusion attendant in connection with the searching of missing serials, and in this way, you can make immediately available to the Director copies of correspondence without the delay required for searching.

5. It will reduce the drawing of abstract slips for the answering of correspondence and for the checking of ticklers and administrative reports. The action of the supervisor is mainly based upon the correspondence of the field offices, and as a copy of that correspondence will be available in the file, the action desired by the supervisor in connection with correspondence, ticklers and administrative reports may be determined without looking at abstract slips in many instances. It would only be necessary to draw abstract slips as to correspondence received by the Bureau from other than field offices. You are aware at this time that it is necessary for the file room in bringing a file up to date to check the missing serials and then draw the abstract slips pertaining to them and attach them to the file.

6. The file may be assembled more chronologically and systematically in that the correspondence will be serialized in the order of its receipt at the Bureau. As you are aware, some serials are serialized and filed only after being routed. This, of course, does not place them in chronological order with relation to the serials which are presently being serialized prior to being routed.

7. It will avoid the delay in making up files, it being noted that serial 1 necessarily has to be in the file room before a file can be made up. In this connection, it is suggested that three copies of teletypes be made, if possible, indicating one for the file room at the time of the receipt of the teletype. In line with this same suggestion, it is believed that if additional copies of the memorandum prepared in your office relative to a telephone call were made, indicating one copy for the file room, it would assist in maintaining a file up to date at all times. If it is not desirable to make three copies of teletypes and memoranda from your office, it

Memorandum for
Mr. E. A. Tamm

- 3 -

January 24, 1939

is suggested that the original of them only be routed to supervisors and that the copies of them be routed from your office directly to the file room.

8. It will reduce the retaining of serials in the supervisor's office in that if a copy is in the file, it will not be necessary to withhold correspondence for the purpose of preparing memoranda, having in mind such memoranda as may be of interest to the Director such as the progress memoranda in major cases.

9. It will make the same information available to two individuals at the same time in that during the routing of the material, if it is necessary to call the file, a supervisor may take action upon the one copy contained therein, while the other Bureau officials and supervisors are reviewing the contents of the two additional copies which are being routed to them. I have in mind the progress letter which is sent to the Bureau outlining the developments in connection with the Levine Kidnaping case. The special squad is under instructions to transmit to the Bureau special delivery before noon on Monday following the conference on Thursday the progress letter in order that the supervisor handling the Levine case may prepare a memorandum for the Director on Monday morning outlining the developments during the preceding week. It might be stated that the supervisor handling the Levine case has not to date been able to receive this letter in time for the preparation of the progress memorandum for the Director.

If this suggestion is adopted, it will be necessary to instruct the field to prepare four copies of parole reports and an additional copy of interoffice communications.

We are not unmindful of the fact that the greatest disadvantage of this system will be the requiring of additional personnel in the file room, but we do believe that the advantages to be derived from such a system will overcome this additional expenditure on the part of the Bureau. We may suggest for the consideration of the Bureau the advisability of giving this system a test over a limited period of time or in connection with a limited number of cases to see exactly the difficulties involved as well as the benefits derived therefrom.

Memorandum for
Mr. E. A. Tamm

- 4 -

January 24, 1939

This memorandum has been read and approved by the following individuals comprising the committee appointed by you for the presentation of their observations concerning this suggestion.

A. Cornelius

K. H. McIntire

S. J. Drayton

J. E. Lawler

QT:LCB

January 30, 1939

MEMORANDUM FOR THE DIRECTOR

The Executives Conference, Messrs. E. A. Tamm, Nathan, Glavin and Quinn Tamm being present, considered the suggestion of Special Agent E. J. McCabe of the New York Office, in which he suggested that unidentified latent fingerprints developed in bank robbery cases be included in the single fingerprint file so that they would be checked with the fingerprints of subjects in all Bureau cases.

The Conference was advised that unidentified latents susceptible to classification are presently included in the unidentified latent section of the single fingerprint file and all additions to the single fingerprint file are compared with these latents prior to entry. It is believed that this adequately covers the unidentified latents in bank robbery cases.

In addition, Special Agent McCabe suggested that all suspects in bank robbery cases be compared with all unidentified latents. The Conference does not believe this is necessary and would warrant the work required of such a tremendous project, it being pointed out that there are approximately 1700 unidentified latents in the single fingerprint file which would have to be compared with numerous suspects.

Subject to your approval, there is attached hereto a letter to Special Agent McCabe thanking him for his suggestions.

Respectfully,
For the Conference,

Clyde Tolson, Chairman

W. R. Glavin, Secretary.

Mr. Tolson _____
Mr. Nathan _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Crowl _____
Mr. Egan _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Harbo _____
Mr. Lester _____
Mr. McIntire _____
Mr. Nichols _____
Mr. Q. Tamm _____
Mr. Tracy _____
Miss Gandy _____

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DATE 7/10/90 BY SP5CJ/MS

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FEDERAL BUREAU OF INVESTIGATION	
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U. S. DEPARTMENT OF JUSTICE	
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EAT:MC

January 24, 1939

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MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered the attached bulletin entitled "Court of Claims Cases" and was unanimously in favor of the submission of this bulletin to the field.

Those in attendance at this session of the Executive Conference were Messrs. Tolson, Nathan, Glavin, Q. Tamm and E. A. Tamm.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Enclosure

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FEDERAL BUREAU OF INVESTIGATION
FEB 27 1939
U. S. DEPARTMENT OF JUSTICE

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WRG:atw

January 30, 1939

MEMORANDUM FOR THE DIRECTOR

The Conference consisting of Messrs. Tolson, Nathan, Clegg, E. A. Tamm, Quinn Tamm and Glavin considered the suggestion submitted by Carol M. McGavern, Stenographer at the Detroit Office relative to efficiency ratings.

Miss McGavern points out that under our present classifications on the annual efficiency ratings, namely, Unsatisfactory, Fair, Good and Excellent, the number of employees falling into the Excellent classification would be limited in any one office and that on the other hand, any given employee might have attained the rating of Good and never go any further as far as his efficiency rating is concerned, whereas in reality he has showed progress in a marked degree. She recommends that to obviate the necessity of keeping an employee in the Good classification indefinitely until he has attained the rating of Excellent, an additional classification of Very Good be placed between the Good and Excellent; that many employees would have an added incentive to better their work and increase their efficiency if it were thus recognized in their annual ratings.

The Conference after considering this suggestion recommends unfavorably.

There is attached a communication addressed to Miss McGavern relative to this matter.

Respectfully submitted,
FOR THE CONFERENCE

RECORDED

Clyde Tolson
Chairman

W. R. Glavin
Secretary

66-2554-1578

FEDERAL BUREAU OF INVESTIGATION
FEB 8 1939
U. S. DEPARTMENT OF JUSTICE
TOLSON TAMM CLEGG

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HEREIN IS UNCLASSIFIED 323,913
DATE 7/10/90 BY SP5CJ/ams

ORIGINAL FILED IN 66-1934-5847

January 31, 1939

MEMORANDUM FOR THE DIRECTOR

✓ The Executive Conference, consisting of Messrs. Tolson, Nathan, Olegg, Quinn Tamm, Foxworth, and Glavin, considered a suggestion submitted by Inspector Gurnea that additional phonograph playback units be furnished those offices having Presto sound recording equipment, inasmuch as with the unit as it is now constituted it cannot be used for auxiliary playbacks when the unit itself is in use.

Mr. Coffey was of the opinion that such phonographic playback units were not necessary. However, the Conference was of the opinion that such units are a very necessary auxiliary part to the Presto sound recording equipment when it is desired to play back records recorded through the use of that equipment and when the equipment itself is in use, eliminating the possibility of using the playback unit which is included in the equipment itself. Mr. Coffey states that the most reasonable playback unit that could be satisfactorily used in this connection is a unit costing approximately \$49.75.

The Conference recommends that five such units be secured and furnished to the various field offices presently having Presto sound recording equipment.

Respectfully,
For the Conference

Clyde Tolson
Chairman

RECORDED

W. R. Glavin
Secretary

66-2554-1578X

FEDERAL BUREAU OF INVESTIGATION	
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U. S. DEPARTMENT OF JUSTICE	
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ORIGINAL FILED IN 62-29185-761X

EAT:MC

January 30, 1939

MEMORANDUM FOR THE DIRECTOR

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The Executive Conference considered the attached Bureau Bulletin entitled "Bank Burglaries" and was unanimously in favor of the submission of this Bulletin to the field.

Those in attendance were Messrs. Tolson, Nathan, Clegg, Glavin, Q. Tamm and F. A. Tamm.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Enclosure

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FEDERAL BUREAU OF INVESTIGATION
FEB 17 1939
U. S. DEPARTMENT OF JUSTICE

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ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 7/16/90 BY SP5CUDMS

ORIGINAL FILED IN 91-0-3751X

NRG:MTS

February 6, 1939

MEMORANDUM FOR THE DIRECTOR

7-3
The Executive Conference, consisting of Messrs. Nathan, Tolson, E. A. Tamm, Quinn Tamm, and Glavin, considered a suggestion submitted by SAC Untreiner of the El Paso Office, in connection with which he forwarded a tamper proof envelope which he believes the Bureau might desire to use for very confidential communications.

The tamper proof envelope exhibited to the Conference appears to be a regular envelope with a cloth lining which makes it necessary to tear the envelope in opening it. The Conference is of the opinion that such an envelope is not needed by the Bureau at the present time and recommends against procurement of this type of envelope.

If you approve, there is attached hereto a communication to Mr. Untreiner regarding this matter.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

RECORDED

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323 p13
DATE 7/10/90 BY SP5CJL/MS

66-2554-1579

FEDERAL BUREAU OF INVESTIGATION	
FEB 10 1939	
U. S. DEPARTMENT OF JUSTICE	
TOLSON	FOUR

ORIGINAL FILED IN 66-1855-E - 2123

February 6, 1939

MEMORANDUM FOR THE DIRECTOR

The Executive Conference composed of Messrs. Nathan, Tolson, Clegg, E. A. Tamm, Quinn Tamm and Glavin considered the question of whether the Bureau should record as fines or recoveries those items in which restitution is ordered by the court or has been made prior to the disposition of the case by the court.

The Conference was of the opinion that whenever restitution has been imposed as a part of the court sentence, the restitution made should be considered as fines or recoveries. The Conference, with the exception of Mr. Glavin is of the opinion that when restitution has been made by any subject of a Bureau investigation as a result of the Bureau's investigation, the Bureau can legitimately and honestly record as a recovery the amount of restitution made. Glavin was of the opinion that restitution voluntarily made as a result of Bureau investigation should not be recorded as recoveries.

It is recommended that the attached memorandum reflecting the opinion of the majority of the Conference addressed to Messrs. Tolson, E. A. Tamm and Harbo, be transmitted to them in order that such recoveries may be recorded immediately.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson, Chairman

W. R. Glavin, Secretary

Mr. Tolson
Mr. Nathan
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Crowl
Mr. Dawsey
Mr. Egan
Mr. Foxworth
Mr. Glavin
Mr. Harbo
Mr. Lester
Mr. McIntire
Mr. Nichols
Mr. Quinn Tamm
Mr. Tracy
Miss Gandy

RECORDED

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 333,613
DATE 7/10/90 BY SP5C110ms

66-2554-1571

FEDERAL BUREAU OF INVESTIGATION
FEB 8 1939
U. S. DEPT. OF JUSTICE

TOLSON

ORIGINAL FILED IN 66-2554-1571-6537

WRG:MTS

February 6, 1939

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, consisting of Messrs. Tolson, Nathan, E. A. Tamm, Quinn Tamm, and Glavin, considered a request from SAC Bugas of the Detroit Office that a special index file album be furnished his division. The cost of this album would be approximately \$72. Bugas is of the opinion that the albums presently used by him, and these albums are the type used in the majority of the offices throughout the country, are not entirely satisfactory, inasmuch as approximately twelve pictures are viewed at a time, said pictures being pasted in the album. He believes that an index file which holds 6 x 4 index cards and carries 60 pictures to a side would be more desirable.

The Conference examined one of the albums presently used by the Detroit Office and finds it is a well constructed album of the loose-leaf type, the pages of which can be removed, and having handles making it easy to carry. The Conference is not of the opinion that an index file album is sufficiently superior to the present album to warrant the additional expenditure. With reference to pasting in the photographs, it is of course understood that art corners could be used without difficulty.

If the Conference's recommendation that this index file album be not approved is approved by you, the attached communication should go forward to the Detroit Office.

Respectfully,
For the Conference

Clyde Tolson
Chairman

RECORDED

W. R. Glavin
Secretary

66-2554-1579X1

FEDERAL BUREAU OF INVESTIGATION	
FEB 21 1939	
U. S. DEPARTMENT OF JUSTICE	
TOLSON	GLAVIN
TOUR	

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 303,013
DATE 7/10/90 BY SP5CWO/S

ORIGINAL FILED IN 66-2554-1579X1

CT:RPS

February 7, 1939

MEMORANDUM FOR THE DIRECTOR

3
2
W

The Executives' Conference, Messrs. Tolson, Glavin, Nathan, E. A. Tamm and Quinn Tamm being present, considered the memorandum of Mr. E. A. Tamm which outlined a suggested change in the manner of handling the Referral for Consideration forms received from the United States Board of Parole.

The present procedure in the Bureau is that these forms be received in the Identification Division and a wanted research conducted on the record so that the record will be complete at the time investigation is instigated in the field. The proposed change by Mr. Tamm would have reduced the number of wanted researches being made by the Identification Division.

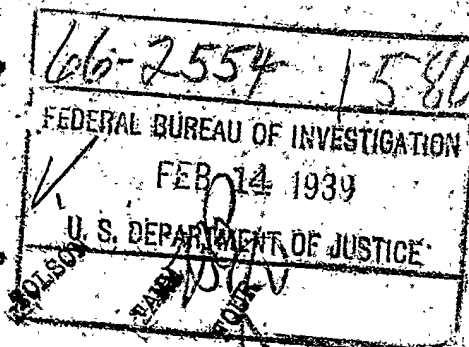
The Conference was advised that at the present time the reduction of the number of these wanted researches could not be advisable because of the number of consolidations which are presently being made in the Identification Division files.

The Conference was unanimously in favor of leaving the procedure in the form in which it presently exists.

Respectfully,
FOR THE CONFERENCE:

Glyde Tolson,
Chairman

W. R. Glavin,
Secretary



Mr. Tolson _____
Mr. Nathan _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Crowl _____
Mr. Egan _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Harbo _____
Mr. Lester _____
Mr. McIntire _____
Mr. Nichols _____
Mr. Q. Tamm _____
Mr. Tracy _____
Miss Gandy _____

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/10/90 BY SP5/atoms

HN:CSH

February 7, 1939

MEMORANDUM FOR THE DIRECTOR

The Executives Conference, consisting of Messrs. Tolson, E. A. Tamm, Glavin, Quinn Tamm and Nathan, this morning considered the suggestion of SAC Listerman, contained in his letter of February 1st, to the effect that Bureau field divisions be furnished copies of Laboratory reports and similar information in cases in which local police agencies within their jurisdictions request certain scientific examinations or analyses by the Technical Laboratory.

The Conference unanimously approved this suggestion. A memorandum of instructions to the Laboratory and an acknowledgment to Listerman are attached for your signature if approved.

Respectfully,
For the Conference,

Clyde Tolson, Chairman

W. R. Glavin, Secretary

Mr. Tolson _____
Mr. Nathan _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Crowl _____
Mr. Egan _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Harbo _____
Mr. Lester _____
Mr. McIntire _____
Mr. Nichols _____
Mr. Q. Tamm _____
Mr. Tracy _____
Miss Gandy _____

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,683
DATE 7/15/90 BY SP5C/LMS

RECORDED

66-2554-1580X

FEDERAL BUREAU OF INVESTIGATION
FEB 21 1939
U. S. DEPARTMENT OF JUSTICE

TOLSON
TAMM
GLAVIN

ORIGINAL FILED IN 82-11-3302

EAT:MC

February 8, 1939

MEMORANDUM FOR THE DIRECTOR

The ⁰Executive Conference considered the attached Bureau Bulletin entitled "Parole and Conditional Release Violators" and was unanimously in favor of the submission of this Bulletin to the field.

Those in attendance were Messrs. Tolson, Nathan, Glavin, Quinn Tamm and E. A. Tamm.

Respectfully,
For the Conference

Glyde Tolson
Chairman

W. R. Glavin
Secretary

Enclosure

ORIGINAL FILED IN 62-18074-110

RECORDED

66-2554-1580

FEDERAL BUREAU OF INVESTIGATION	
FEB 21 1939	
U. S. DEPARTMENT OF JUSTICE	

TOLSON
TAMM
QUINN

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 7/16/90 BY SP5C/oms

FEDERAL BUREAU OF INVESTIGATION

WASHINGTON, D. C.

EAT:MFW

January 18, 1939

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered the attached Bureau Bulletin relative to Information Available in Veterans Administration Files, and were unanimously in favor of forwarding the same to the field.

Those in attendance were Messrs. Tolson, Nathan, Quinn Tamm and E. A. Tamm.

Respectfully,
For the Conference

Clyde Tolson, Chairman

W. R. Glavin, Secretary.

Enclosure.

O.K. J.E.H.

RECORDED

66-2554-1581

FEDERAL BUREAU OF INVESTIGATION		
FEB 20 1939		
U. S. DEPARTMENT OF JUSTICE		
TOLSON	TAMM	FOUR

ORIGINAL FILED IN 62-17-2-480X

EAT:DM

February 3, 1939

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, composed of Messrs. Nathan, Tolson, Clegg, Glavin, C. Tamm and E. A. Tamm, considered the suggestion of Mr. Tracy that the Bureau field offices be required to obtain and submit dispositions upon all arrests in cases in which criminal records are sent to them rather than only in cases of felony arrests, as is the present requirement.

The entire Executive Conference was in unanimous agreement that the effort, time and labor spent in obtaining dispositions of minor arrests would be out of all proportion to the value derived from having dispositions of these cases. The Conference does not recommend any affirmative action upon Mr. Tracy's suggestion.

Respectfully,
For the Conference

Clyde Tolson, Chairman

W. R. Glavin, Secretary

RECORDED

66-3554-1581X1

MAR 1939	
TOLSON	GLAVIN
TAMM	TRACY

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/10/90 BY SP5C/10ms

ORIGINAL FILED IN 66-3554-1581X1

C O P Y (gmr)

WRG:MTS

FEDERAL BUREAU OF INVESTIGATION

WASHINGTON, D. C.

February 8, 1939

MEMORANDUM FOR THE DIRECTOR

The Conference considered a communication received from SAC Bugas of the Detroit Office regarding the coding of Departmental applicant teletypes.

Mr. Bugas states that he is at a loss to fully understand the Bureau's instructions on coding messages on Departmental applicants, inasmuch as he can find no rule in the manual stating that code should be used in such cases, although he does know that it is a general practice.

It was pointed out to the Conference by Mr. E. A. Tamm that requests for Departmental applicant investigations are sent out in code and it should be understood, and is almost universally understood in the field, that code should be used in forwarding investigative reports by teletype to the Bureau concerning this type of investigation.

The Conference, consisting of Messrs. Tolson, Nathan, E. A. Tamm, Quinn Tamm, and Glavin, is of the opinion that there should be included in the next semi-monthly bulletin a statement to the effect that code should be used on teletype and telegraph messages reporting investigations of Departmental applicants. If approved by you, there is attached hereto a communication to Mr. Bugas in this matter and also a proposed bulletin.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

RECORDED
&
INDEXED

66-2554-1582

FEDERAL BUREAU OF INVESTIGATION	
FEB 20 1939	
U. S. DEPARTMENT OF JUSTICE	
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ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/16/90 BY SPSC110m5

EAT:MC

February 8, 1939

MEMORANDUM FOR THE DIRECTOR

0
The Executive Conference considered the attached Bureau Bulletin suggesting that all offices be directed to close all Antitrust files after the submission of an opening report when Bureau authorization is required for further submission and was unanimously in favor of the submission of this Bulletin to the field.

Those in attendance were Messrs. Tolson, Nathan, Glavin, Quinn Tamm and E. A. Tamm.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Enclosure

RECORDED

66-2554-1582X

FEDERAL BUREAU OF INVESTIGATION
FEB 24 1939
U. S. DEPARTMENT OF JUSTICE
TOLSON Tamm FOUR

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/18/90 BY SP5C/10MS

EAT: HA

The Executive Conference considered the attached form letter to all Special Agents in Charge entitled "Descriptions and Photographs of Veterans in War Risk Insurance Cases," and was unanimous in favor of its approval.

Respectfully,

W. R. Glavin
Secretary

Tolson
Nathan
E. A. Tamm
Clegg
 Coffey
 Crowl
 Egan
 Foxworth
 Glavin
 Harbo
 Lester
 Quinn Tamm
 Nichols
 Rosen
 Tracy
 Egan

66-2554-1583
FEDERAL BUREAU OF INVESTIGATION
FEB 20 1939
U. S. DEPARTMENT OF JUSTICE
TOLSON *20* *ONE*

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/16/90 BY SP5C110MS

ORIGINAL FILED IN 82-1-989

EAT:LL

February 16, 1939

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered the attached Bureau Bulletin relative to the investigation of aliens and was unanimous in favor of its approval.

Those in attendance were Messrs. Tolson, Nathan, Glavin, and Quinn and E. A. Tamm.

Respectfully,

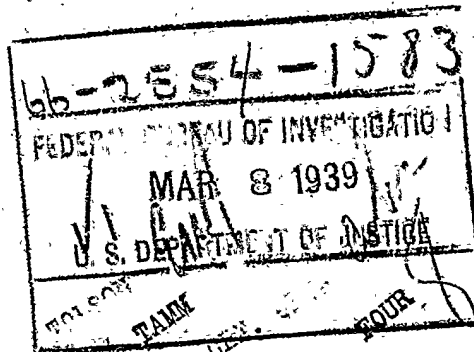
C. A. Tolson
Chairman

W. R. Glavin
Secretary

Inclosure

Mr. Tolson _____
Mr. Nathan _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Crowl _____
Mr. Egan _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Harbo _____
Mr. Lester _____
Mr. McIntire _____
Mr. Nichols _____
Mr. Q. Tamm _____
Tracy _____
Gandy _____

RECORDED



ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/16/90 BY SP5CJ/MS

ORIGINAL FILED IN 66-2584-1583

QT:APS

January 18, 1939

MEMORANDUM FOR THE DIRECTOR

The Executives' Conference, Messrs. Tolson, Nathan, Glavin, E. A. Tamm, Clegg and Quinn Tamm being present, considered the suggestion of Mr. A. T. Potter that a bulletin be addressed to the field calling attention to the fact that when photographs of latent fingerprints are submitted, it is also advisable in certain instances to submit lifts of these latent fingerprints in order to insure that latent fingerprints of value will be obtained. The Conference was unanimously of the opinion that this should be done and there is attached hereto, subject to your approval, a proposed bulletin to the field.

Mr. Potter also suggested that it would be advisable if the single fingerprint experts address letters of criticism to Bureau Agents when they submit in actual cases photographs of lifts of latent fingerprints. The Conference believes that this should be done and instructions will be issued to the Single Fingerprint Section that they should address a separate letter in each case to the office submitting latent fingerprints, offering constructive criticism, if you approve.

A letter addressed to Mr. Potter is attached.

Respectfully,
FOR THE CONFERENCE:

Clyde Tolson,
Chairman

RECORDED

W. R. Glavin,
Secretary

66-2554-1584

FEDERAL BUREAU OF INVESTIGATION
FEB 20 1939
U. S. DEPARTMENT OF JUSTICE

TOLSON TAMM CLEGG

Mr. Tolson _____
Mr. Nathan _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Crowl _____
Mr. Egan _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Harbo _____
Mr. Lester _____
Mr. McIntire _____
Mr. Nichols _____
Mr. Q. Tamm _____
Mr. Tracy _____
Miss Gandy _____

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 303,013
DATE 7/10/96 BY SP5CJ/LMS

ORIGINAL FILED IN 66-1631-5626

EAT:LL

February 16, 1939

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered the attached Bureau Bulletin relative to "Photographs of Known and Potential Bank Robbers" and was unanimous in favor of its approval.

Those in attendance were Messrs. Tolson, Nathan, Glavin, and Quinn and E. A. Tamm.

Respectfully,

C. A. Tolson
Chairman

W. R. Glavin
Secretary

Inclosure

Mr. Tolson _____
Mr. Nathan _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Crowl _____
Mr. Egan _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Harbo _____
Mr. Lester _____
Mr. McIntire _____
Mr. Nichols _____
Mr. Q. Tamm _____
Mr. Tracy _____
Miss Gandy _____

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 303,013
DATE 7/10/90 BY SP5C110MS

RECORDED

66-2554-1585

FEDERAL BUREAU OF INVESTIGATION
✓ FEB 21 1939
U. S. DEPT. OF JUSTICE

TOLSON Tamm Tamm

ORIGINAL FILED IN 91-0-3791

EAT:MC

February 3, 1939

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered the attached Bureau Bulletin entitled "Photographs of Fugitives" and was unanimously in favor of the submission of this proposed bulletin to the field.

Those in attendance were Messrs. Tolson, Nathan, Clegg, Glavin, Q. Tamm and E. A. Tamm.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Enclosure

RECORDED

66-3554-1586

FEDERAL BUREAU OF INVESTIGATION
FEB 21 1939
U. S. DEPARTMENT OF JUSTICE

TOLSON
GLAVIN

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/16/90 BY SP5C11DMS

ORIGINAL FILED IN 66-4781-25

COPY (vft)

QT:LCB

January 30, 1939

MEMORANDUM FOR THE DIRECTOR

The Executives Conference, Messrs. E. A. Tamm, Nathan, Glavin and Quinn Tamm being present, considered the suggestion of Special Agent E. J. McCabe of the New York Office, in which he suggested that unidentified latent fingerprints developed in bank robbery cases be included in the single fingerprint file so that they would be checked with the fingerprints of subjects in all Bureau cases.

The Conference was advised that unidentified latents susceptible to classification are presently included in the unidentified latent section of the single fingerprint file and all additions to the single fingerprint file are compared with these latents prior to entry. It is believed that this adequately covers the unidentified latents in bank robbery cases.

In addition, Special Agent McCabe suggested that all suspects in bank robbery cases be compared with all unidentified latents. The Conference does not believe this is necessary and would warrant the work required of such a tremendous project, it being pointed out that there are approximately 1700 unidentified latents in the single fingerprint file which would have to be compared with numerous suspects.

Subject to your approval, there is attached hereto a letter to Special Agent McCabe thanking him for his suggestions.

Respectfully,
For the Conference,

Clyde Tolson, Chairman

W. R. Glavin, Secretary.

RECORDED

66-2554-1537

FEDERAL BUREAU OF INVESTIGATION
FEB 11 1939
U. S. DEPARTMENT OF JUSTICE
TOLSON TAMM FOUR

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 7/16/90 BY SP5CJ/DM5

ORIGINAL FILED IN 66-2554-1537

EAT:LL

February 16, 1939

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered the attached form letter to all Special Agents in Charge relative to the addition to the mailing list for Identification Orders of the names of all reputable dealers in firearms and gunsmiths in the respective field division territories, and was unanimous in favor of its approval.

Those in attendance were Messrs. Tolson, Nathan, Glavin, and Quinn and E. A. Tamm.

Respectfully,

G. A. Tolson
Chairman

W. H. Glavin
Secretary

Mr. Tolson _____
Mr. Nathan _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Crowl _____
Mr. Egan _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Harbo _____
Mr. Lester _____
Mr. McIntire _____
Mr. Nichols _____
Mr. Q. Tamm _____
Mr. Tracy _____
Miss Gandy _____

Inclosure

RECORDED

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 32303
DATE 7/10/90 BY SP5CJL/mjs

66-2554-1588

FEDERAL BUREAU OF INVESTIGATION	
✓	FEB 24 1939
U. S. DEPARTMENT OF JUSTICE	

TOLSON
TAMM
GLAVIN

ORIGINAL FILED IN 62-21431-3443

WRG:atw

February 18, 1939

MEMORANDUM FOR THE DIRECTOR

The Conference, consisting of Messrs. Nathan, E. A. Tamm, Quinn Tamm, Clegg and Glavin, considered a suggestion submitted by SAC R. J. Untreiner concerning the commenting of Special Agents in Charge upon the ability of Agents to testify in court. He points out that personally he has found it difficult to observe all of the Agents in order to do this. He suggests that the Bureau consider the advisability of having all Agents who hear another testify in court submit memoranda concerning their ability to testify.

The Conference is of the opinion that the SAC is the properly qualified field supervisory official to report on an Agent's ability to testify. It is not believed that satisfactory reports would be received from fellow Agents and, consequently, recommends unfavorably as to Mr. Untreiner's suggestion.

If you approve, there is attached hereto a communication addressed to him in this matter.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Mr. Tolson.....
Mr. Nathan.....
Mr. E. A. Tamm.....
Mr. Clegg.....
Mr. Coffey.....
Mr. Crowl.....
Mr. Hawsey.....
Mr. Linn.....
Mr. Foxworth.....
Mr. Glavin.....
Mr. Harbo.....
Mr. Lester.....
Mr. McIntire.....
Mr. Nichols.....
Mr. Quinn Tamm.....
Mr. Tracy.....
Miss Gandy.....

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 7/16/90 BY SP5C110MS

RECORDED

66-2554-1585X
FEDERAL BUREAU OF INVESTIGATION
FEB 27 1939
U. S. DEPT. OF JUSTICE
TOLSON
RANKIN
FOUR

ORIGINAL FILED IN 66-2288-95

HUC:BG

February 21, 1939

9

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, those present being Messrs. E. A. Tamm, Quinn Tamm, Glavin, Nathan and Glegg, considered the suggestion of Mr. Robert H. Burkart that some sort of designation be given to graduates of the FBI National Police Academy so that they could use this designation after their names. Mr. Burkart suggested "NPA" meaning National Police Academy; "GNAP" meaning Graduate, National Academy of Police; or "FBI NPA" meaning FBI National Police Academy.

The Executive Conference believed that for the sake of necessary brevity and in order to eliminate any indication of an official connection with the Bureau, the letters "NPA" should be used for this purpose. It was recommended that at the next annual reunion of the FBI National Police Academy Associates, the Director make the announcement and authorize the use of the symbols "NPA" after the names of the graduates; that following this announcement a release could be prepared so that it might cause newspapers to make use of this designation and likewise it should be published in The Investigator and also in the FBI Law Enforcement Bulletin subsequent to the announcement by the Director at the next reunion.

If this is approved, a letter is being addressed to Mr. Burkart accordingly.

Respectfully,

RECORDED

Clyde Tolson
Chairman

E. R. Glavin
Secretary

66-2554-1588X1

FEDERAL BUREAU OF INVESTIGATION
MAR 15 1939
U. S. DEPARTMENT OF JUSTICE
TOLSON GLEGG NICHOLS TAMM FOUR

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/10/90 BY SP5C/Loms

cc-Mr. Glavin

ORIGINAL FILED IN 1-24-157

EAT:LL

February 16, 1939

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered the attached Bureau Bulletin relative to the investigation of violations involving Federal emergency relief acts or agencies and was unanimous in favor of its approval.

Those in attendance were Messrs. Tolson, Nathan, Glavin, and Quinn and E. A. Tamm.

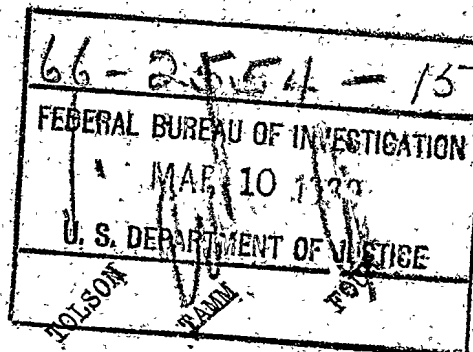
Respectfully,

C. A. Tolson
Chairman

W. R. Glavin
Secretary

Inclosure

RECORDED



ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/10/90 BY SP5C110MS

ORIGINAL FILED IN 66-6200-66-1

Mr. Tolson _____
Mr. Nathan _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Crowl _____
Mr. Egan _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Harbo _____
Mr. Lester _____
Mr. McIntire _____
Mr. Nichols _____
Mr. Q. Tamm _____
Mr. Tracy _____
Miss Gandy _____

HHC:WKB

January 21, 1939

MEMORANDUM FOR THE DIRECTOR

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/10/90 BY SP5C110MS

Re: FBI Firearms Range and
Barracks at Quantico.

The Executive Conference, Messrs. Tolson, Nathan and Clegg being present, considered the details of the barracks and range to be built at Quantico set forth in Mr. Clegg's memorandum of January 4, 1939.

The Conference agreed that the basement floor should be concrete except the living quarters of the Attendant. The floor on the first floor and on the sleeping quarters floors should be of asphalt tile as would be the floor of the living quarters of the Attendant in the basement.

It was believed, however, that there should be closed rooms instead of stalls opening into the hallway for the sleeping quarters for each group of six Special Agents. This would be preferable in view of the fact that numerous disturbances might interfere with the sleeping of large groups of personnel, and would make the building neater and more in keeping with normal living conditions.

The attention of the Conference was called to the fact that there would be only room for a bed and locker for each employee which was believed to be satisfactory in view of the arrangements made and in view of the further possibility that the barracks would not be completely filled at all times.

It was further recommended that the showers be in one room on each floor which would provide an opportunity for a dressing room to be installed, instead of having individual partitions between the showers with the opposite side of the same room being used for dressing. This is in accordance with the suggestion made in Mr. Clegg's memorandum.

cc Mr. Glavin

Respectfully
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

66-2554-1581

FEB 25 1939
U. S. DEPARTMENT OF JUSTICE
TOLSON
TAKE
FOUR

66-3760-50-160
ORIGINAL FILED IN

February 22, 1939

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered the selection of police organizations to be represented in the next session of the FBI National Police Academy which, if approved, will begin on April 24, 1939, and will continue until July 15, 1939.

The following police organizations were recommended by the unanimous vote of the Executive Conference with Messrs. E. A. Tamm, Quinn Tamm, Glavin, Nathan and Clegg being present:

1. Sioux Falls, South Dakota, Police Department (2nd Representative)
2. Metropolitan District Police, Boston, Massachusetts
3. Montpelier, Vermont, Police Department
4. Reidsville, North Carolina, Police Department
5. Lenoir, North Carolina, Police Department
6. Akron, Ohio, Police Department
7. Ashtabula County (Jefferson), Ohio, Sheriff's Office
8. Toledo, Ohio, Police Department
9. Highland Park, Texas, Police Department
10. Houghton County, Michigan, Sheriff's Office
11. Yuma, Arizona, Police Department
12. Globe, Arizona, Police Department
13. West Virginia State Police (2nd Representative)
14. Petersburg, West Virginia, Police Department
15. Gary, Indiana, Police Department (2nd Representative)
16. St. Joseph, Missouri, Police Department
17. El Dorado, Kansas, Police Department
18. Arkansas State Police (2nd Representative)
19. Needles, California, Police Department
20. Greenwood, Mississippi, Police Department
21. Orlando, Florida, Police Department
22. St. Augustine, Florida, Police Department
23. Sarasota, Florida, Police Department
24. East Orange, New Jersey, Police Department
25. Shreveport, Louisiana, Police Department
26. Miami, State Highway Patrol
27. Hempstead, Long Island, Police Department
28. Ardmore Lower Merion, Penna., Township, Police Department (2nd Representative)
29. Bristol, Virginia, Police Department
30. Newport News, Virginia, Police Department
31. Chesterfield County (Chesterfield), Virginia, Police Department
32. Houston, Texas, Police Department
33. San Jose, California, Police Department
34. Spokane County (Spokane), Washington, Sheriff's Office

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013.
DATE 7/16/90 BY SP5C10m3

66-2554-1589X

MAR 10 1939

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February 22, 1939

35. Garfield County (Pomeroy), Washington, Sheriff's Office
36. Missouri State Highway Patrol (2nd Representative)
37. Salisbury, Maryland, Police Department
38. Shanghai, China, Municipal Police

The alternates recommended are as follows in the order named:

1. Ashland, Virginia, Police Department
2. Belknap County (Laconia), New Hampshire, Sheriff's Office
3. Catauga County (Boone), North Carolina, Sheriff's Office
4. Dillon County (Dillon), South Carolina, Sheriff's Office
5. King County (Seattle), Washington, Sheriff's Office
6. Highland Park, Michigan, Police Department
7. Elizabeth City County (Hampton), Virginia, Police Department

The consideration of the alternates and the order in which they are to be given consideration is based upon the date of the receipt of the application, since which time the Charlotte Office has advised that preferred attention be given to an application presently in the mail from the North Carolina State Highway Patrol, which it is recommended should be given preferred attention in view of the comparative newness of this organization.

With reference to the Toledo, Ohio, Police Department, the Conference believes that inasmuch as the Chief of Police is proceeding against an officer involved in a harboring case that he is thereby assuming willingness and good faith, and the Conference is unanimously favorable to this application.

Concerning the Houston, Texas, Police Department, it is understood they have had some changes in the administration of the department, and Al Jones has telegraphically recommended that favorable consideration be given to this department.

Concerning the Missouri State Highway Patrol, it should be pointed out that although there were initially some conflicts with this organization they are cooperating now and favorable recommendation was made.

The Conference recommended unfavorably on the following departments:

Louisville, Kentucky, Police Department, because the Chief of Police, a former Secret Service operative, has been openly hostile to training and record systems.

Memo for the Director

- 3 -

February 23, 1959

Harlan, Kentucky, Police Department, because of general unsatisfactory conditions.

Roboken, New Jersey, Police Department, because of the Jersey City and Mayor Pague influence.

In the event the above recommendations of the Executive Conference are approved, there are attached hereto a letter to the field offices relative to those departments which are to attend the next session of the FBI National Police Academy and also a letter to the Shanghai Municipal Police notifying them of the change of date from May 1 to April 24. The Shanghai Police has been previously approved by the Director to have a representative in the next session of the Academy.

Respectfully
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

CC: Mr. Glavin

February 23, 1939

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, consisting of Messrs. Nathan, Clegg, E. A. Tamm, Quinn Tamm, and Glavin, considered a suggestion by Roy K. McPhail of the Personnel Files Section concerning the retention of clerical typing, stenographic, and teletype tests.

Mr. McPhail points out that at the present time all such tests are filed in the personnel file of the various field divisions, that they make a very bulky file in a relatively short time and as far as he knows serve no purpose. McPhail recommends that these tests be held for a reasonable period of time, approximately 30 days, and that they be disposed of thereafter. He makes an alternative suggestion that if they are to be retained, they be filed in a separate file appropriately labeled.

Mr. Laughlin, in commenting on Mr. McPhail's suggestion, reports that it has been his observation that the tests are never called for and he concurs in McPhail's recommendation that they be held for a period of 30 days after receipt and then destroyed.

The Conference can see no logical reason for the retention of these tests and recommends that after appropriate notations have been made in the personnel files of the employees involved concerning the grades made by them on the tests, they be destroyed.

Subject to your approval, there is attached hereto a communication to Mr. McPhail concerning this matter and appropriate instructions to Mr. Laughlin concerning the disposal of these tests.

Respectfully,
For the Conference

RECORDED

Clyde Tolson
Chairman

66-2554-1557X1

FEDERAL BUREAU OF INVESTIGATION
Secretary
MAR 16 1939
U. S. DEPARTMENT OF JUSTICE
TOLSON
GLAVIN
LAUGHLIN
NATHAN
QUINN TAMM
TAMM

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ORIGINAL FILED IN 66-2554-1557X1

EPC:ON

February 23, 1939.

MEMORANDUM FOR THE DIRECTOR.

Re: Facsimile Communication via
Radio and via Long Distance
Telephone Lines.

The Executives Conference, attended by Messrs. E. A. Tamm, Glavin, Nathan, Clegg (obliged to leave before completion of discussion), Q. Tamm, and Coffey, considered the attached report made by Mr. Coffey concerning the progress and present status of communication by facsimile via radio and long distance telephone lines. Mr. Coffey advised that facsimile is providing a satisfactory method of transmitting line copy material and that this would have application to the Bureau's work, particularly in the form of rapid transmission of fingerprints. It is noted that such communications are transmitted either by radio or telephone lines and that the radio appears satisfactory for local areas and limited coverage and telephone lines appear to be essential for long distance transmission.

The Conference recommended that the Bureau purchase one of the available commercial facsimile radio receivers such as the Crosley model. The Conference was advised that if the facsimile attachment can be made to one of the Bureau's existing radios it can be purchased for \$79.00; otherwise the combination radio and facsimile receiver made by Crosley retails at \$159.00 for both. This receiver will receive the facsimile news bulletins which are being broadcast by a number of the commercial broadcasting stations. Particularly will it be able to receive station WOR at Newark and station WLW at Cincinnati. There is no such broadcast at present on any of the Washington stations. This news bulletin is broadcast in the early morning hours and is received on the radio by means of an automatic time clock attachment which makes the bulletin available, printed on paper, in the morning in a manner similar to news tickers.

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FEDERAL BUREAU OF INVESTIGATION
APR 6 1939
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GLAVIN
COFFEY
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WILLIAMS
WICK

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,913
DATE 7/10/90 BY SP5C/ldms

Memo for the Director

-2-

2/23/39

The Conference feels that although this type of facsimile radio receiver does not have any specific application at this time to the problem of transmitting fingerprints by facsimile, nevertheless, in view of the low cost of the equipment involved it would be desirable for the Bureau to keep in step with these developments in facsimile transmission.

The Conference recommended that a further study be made of the quality of facsimile reproduction of fingerprint patterns. Mr. Coffey advised that a sample set of fingerprints has been forwarded to the Finch Company in New York and they will submit three sample copies thereof.

The Conference further recommended that Mr. Coffey confer with Captain Leonard of the Michigan State Police upon the return of the latter from Florida for the purpose of determining the present interest of the Michigan State Police in facsimile transmission of fingerprints and other material. Leonard stated during a previous visit to the Bureau that the Michigan State Police were studying the same.

Following this conference the Bureau will then be in a position to consider whether the time has arrived when the Bureau should actively experiment with this system of communication.

Respectfully,
For the Conference

Clyde Tolson, Chairman

W. R. Glavin, Secretary

HHC:ES

February 27, 1939

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, Messrs. Nathan, Glavin, E. A. Tamm, Quinn Tamm and Clegg being present, considered the suggestion of Special Agent in Charge McLaughlin of the Huntington office that he be authorized to suggest to Colonel Tallman, Superintendent of the West Virginia State Police, that Colonel Tallman prepare a form which will be distributed to all the sub-stations of the State Police force, showing the types of violations handled by Federal investigative agencies so that this form may be filled out and forwarded by the officers of the West Virginia State Police to the interested Federal agency.

The Conference unanimously opposed this suggestion. It was believed that a better plan of action would be for Special Agent in Charge McLaughlin to arrange for the delivery of a copy of the booklet relating to the FBI to each of the sub-stations of the West Virginia State Police, since in this booklet may be found a list of violations handled by this Bureau.

If this is approved, a letter will be addressed to Mr. McLaughlin accordingly.

Respectfully,
For the Conference

Clyde Tolson, Chairman

W. R. Glavin, Secretary

CC: Mr. Glavin

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DATE 7/10/90 BY SP5G/10ms

66-2554-1590

FEDERAL BUREAU OF INVESTIGATION
MAR 1 1939
U. S. DEPARTMENT OF JUSTICE

TO: SAC, TAMM
FROM: [Signature]

ORIGINAL FILED IN 66-1934-5833

February 21, 1939

MEMORANDUM FOR THE DIRECTOR

The matter of purchasing loud-speakers as attachments to dictaphones in field offices was given further consideration by the Executive Conference on February 21, 1939, in view of the fact that when this matter was previously considered only three members of the Conference were present. Those present today were Messrs. E. A. Tamm, Quinn Tamm, Glavin, Nathan and Clegg.

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The Bureau at present has six units which can be used as loud-speakers as well as recording machines. Each of these units cost approximately \$800. The members of the Executive Conference of the Bureau's Inspectors and a group of Special Agents in Charge attending a Kidnap Squad school examined, some weeks ago, a unit which could be attached to the dictaphones and which would cost approximately \$100. The question as to whether additional \$100 loud-speaker units should be purchased for each field office was given consideration.

It should be borne in mind that in each field office microphones or dictaphones are installed in the office of the Special Agent in Charge, in a conference room and in the detention cells. All officials who considered this problem were of the opinion that if it should be decided that loud-speakers were to be purchased for each field office, they should be installed so that they would be connected with the microphone concealed in a conference room especially equipped with rugs and draperies in order to eliminate echoes and in order to make the loud-speaker unit more efficient.

However, there is a division of opinion as to whether the additional loud-speakers should be purchased. This division is reflected in the following summaries:

(1) Special Agents in Charge Ladd, Peterman and Egan and Assistant Director Tolson recommended the purchase of such loud-speaker equipment for each field office, except for those six offices where the sets costing \$800 each are already located. In other words, if their recommendation were approved, one \$100 loud-speaker unit would be purchased for each field office except for the offices at Washington, New York, Chicago, Atlanta, Kansas City and San Francisco. Dr. Tolson pointed out that since the loud-speaker equipment was of maximum value

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only when a specially prepared conference room with rugs and draperies was used, he believed it logical that this equipment be made available at each field office and that a conference room in each field office be prepared for the installation of a microphone to be connected with these loud-speakers. Mr. Tolson's recommendation was that the purchases be made when funds were available since the cost of the loud-speakers and the preparation of the conference rooms would amount to approximately \$20,000.

(2) Inspectors Connelley and Gurnea, Mr. Nathan, Mr. Glavin and Mr. Clegg recommended the purchase of only four of these loud-speaker units costing \$100 each, to be installed at the Detroit, Los Angeles, Philadelphia and St. Paul offices. These four units with the six more expensive speakers already available at six other offices would provide a fairly good distribution of the equipment, would make them available within a reasonable time to all offices and would not require such a large expenditure as would be necessary if all offices were to be so equipped.

(3) Special Agents in Charge Brantley, Hood and Fitchin and Mr. E. A. Tamm and Mr. Quinn Tamm opposed purchasing any additional equipment of this type. Their opinion was that the equipment is very seldom, if ever, really needed and since such equipment required a specially furnished conference room in order to obtain maximum efficiency, they felt it to be unnecessary to purchase even the four additional sets.

Respectfully,

Clyde Tolson,
Chairman

H. R. Glavin
Secretary

cc-Mr. Glavin

HHG:BG

February 21, 1939

MEMORANDUM FOR THE DIRECTOR

Ref
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The Executive Conference, those present being Messrs. E. A. Tamm, Quinn Tamm, Glavin, Nathan and Clegg, considered a suggestion of Special Agent in Charge J. W. Vincent that whenever the field office file reflected the Bureau's file number, this file number be shown in the monthly administrative report when delinquent cases are being listed in such report.

The Executive Conference was of the opinion that if the name was set forth in the manner specifically requested at present, the file number would not be necessary and therefore no additional time would be required in the preparation of the administrative reports.

If this conclusion is approved, Mr. Vincent is being advised accordingly.

Respectfully,

Clyde Tolson
Chairman

W. R. Glavin
Secretary

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ALL INFORMATION CONTAINED
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DATE 7/10/90 BY SP5C/LMS

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February 20, 1939

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/10/96 BY SP5ca/mms

MEMORANDUM FOR THE DIRECTOR

Re: Quantico Barracks and Range

Commander Needham of the Navy Department appeared before the Executive Conference today, consisting of Messrs. E. A. Tamm, Quinn Tamm, Glavin, Nathan and Clegg. Commander Needham explained the general layout of the space in the barracks building and brought with him the attached architect's drawing of the building as it will appear when completed.

The original estimates furnished orally to Mr. Clegg by Commander Needham showed a cost of approximately \$73,000 to \$74,000 for the building. He is now of the opinion since the blue prints have been made that the building will cost a minimum of \$100,000 and with a reserve for last minute changes or additions the cost might run to \$110,000. This includes air conditioning of such a nature that the first floor could be cooled at one time and the two remaining floors at another time. This was the original arrangement, as it was believed that the classrooms would be used in the day time and the sleeping quarters at night.

This estimate likewise includes arrangements on the two floors to be used as sleeping quarters whereby six men will be quartered in one room. Four rooms on either side of a center hallway, or a total of eight rooms, will provide sleeping quarters for 28 on the second floor and an identical arrangement providing sleeping quarters for 48 on the third floor will make a total of sleeping quarters for 96.

The sleeping quarters are so arranged that the rooms are more or less like stalls with no wall on the side of the room facing the hallway. Separating two rows will be a partition approximately seven feet in height as compared with a total height of around ten feet for the ceiling. In other words, the partitions between the stalls or rooms will extend approximately two-thirds of the way from the floor to the ceiling. Mr. Clegg had communicated with Mr. Briggs, Commander Needham's assistant, in the absence of the Commander and expressed preference for each room to be completely enclosed. Commander Needham stated that this arrangement would appreciably increase the cost of

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U.S. DEPARTMENT OF JUSTICE

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February 20, 1939

of the building. In the first place, they are arranging for two cool air inlets on each floor used for dormitory space. This arrangement is possible when the "stall" system is used. If individual rooms are to be completely walled in on all sides it will be necessary, he stated, for air-conditioning pipes to be laid into each of the separate rooms, thus making eight instead of two inlets for cooled air on each floor. This would increase the cost and the partition from the floor to the ceiling would again increase the cost and a wall between the hallway and the bedroom would again increase the cost. He therefore advised against this, although he will furnish his estimate at an early date as to how much increased cost this will involve.

There is a space for a pistol range in the basement which will be approximately the same size as the range in the Department of Justice building now. However, the plans do not include completing this range but merely provide a concrete floor and the wiring facilities in case it is desired to convert this space into a range in the future. The floors will be asphalt tile except in the toilets and basement, where the floors will be regular tile in the toilets and concrete in the basement. The specifications being prepared will call for alternative bids on a plaster ceiling and an acoustically treated ceiling.

In answer to questions, Commander Needham expressed the belief that the balance left of the \$150,000 appropriation would be sufficient to construct a pistol and rifle range "after a fashion" along the same general lines as the present rifle and pistol range at Quantico. He discussed the advisability of using a "forced account" method of constructing the range whereby labor would be employed to do the work as it was needed and the payments would be from the remainder of the appropriation not pledged for the barracks building.

The Commander was asked and stated that he would likewise furnish an estimate of the increased cost for providing an air-conditioning system which would cool all floors simultaneously.

Mr. Clegg recommended and the Conference agreed that there be at least one of the rooms in the sleeping quarters near the toilet facilities which was completely enclosed which might be used as a sick room when needed.

It was the unanimous recommendation of the Conference that based upon the present blue prints and explanation of Commander Needham the Bureau authorize the Navy Department to solicit bids. This would provide a means of determining the actual cost of the building and would show the approximate amount to be left for constructing the range. It is of course known that it is not required that the bids be accepted if the cost does not amount to approximately what is expected and changes can be made as necessary before the bids are accepted.

Memo. for the Director

- 3 -

February 20, 1939

Attached as an enclosure to this memorandum is a statement of explanation concerning the blue prints of the floor plans of the barracks building at Quantico; copies of the blue prints showing the floor plan for the basement, first floor, second floor and third floor, as well as the architect's drawing of the outside of the building previously referred to. The statement also contains an explanation of the facilities, including sleeping quarters, air conditioning, toilet and bathing facilities, indoor rifle range, heating facilities, outdoor range, furniture and fixtures and estimated costs.

If this is approved, a letter will be transmitted to the Navy Department authorizing them to solicit bids based on the blue prints as explained to the Conference and the specifications which will accompany them.

Respectfully,
For the Conference

Clyde Tolson,
Chairman

W. R. Glavin,
Secretary

CC: Mr. Glavin

Mr. Tolson
Mr. Nathan
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Crowl
Mr. Egan
Mr. Foxworth
Mr. Glavin
Mr. Harbo
Mr. Lester
Mr. McIntire
Mr. Nichols
Mr. Quinn Tamm
Mr. Tracy
Miss Gandy

FLOOR PLAN, F.B.I. BARRACKS BUILDING AT QUANTICO

BASEMENT

In the basement, immediately to the left of the stairway leading from the basement to the first floor, is the basement immediately underneath the kitchen and dining room. Beginning at the western end of this portion of the basement there is first a store room, in which ammunition and firearms accessories may be stored. This store room has no exit, except that leading directly into an armory the walls of which, according to Navy Department authorities, provide ample protection, and the doorway leading from the armory is first a grilled metal door and then a solid steel door which can be locked with padlocks. The firearms, of course, will be stored in the armory for safe-keeping. Immediately east of the armory is an area which will be used for cleaning and repairing guns. This gun cleaning room can be reached by stairs from the first floor.

The stairway is located in the west side of the main portion of the building and there is a small hallway at the foot of the stairs.

There is a full basement then provided underneath the main portion of the building with a center corridor extending the full length of the building. On the north side of the corridor for the full length of the building there is space provided for an indoors pistol range. The floor to this range will be installed and will be of concrete. The wiring also will be installed for the subsequent installation of fixtures, although it is not contemplated that from the present available appropriation the range equipment will be installed. In the event this space is desired for the installation of an indoors range it is estimated that it will cost approximately the same as the range in the Department of Justice Building, which I am informed cost approximately \$36,000.00. Until it is subsequently decided to use this space for a range, this range area can be utilized for storage space, trunks, and any other equipment desired. Beginning at the stairway on the opposite side of the corridor from the pistol range area, or more particularly on the south of the center corridor, are the following: -

Toilet:

With one urinal, one flush toilet and one wash basin.

Service Room:

in which will be placed the air-conditioning equipment.

Transformer Room:

in which the electrical transformers and equipment will be stored.

General Storage Room:

This storage room will be approximately 20x25' and can be used for general storage purposes.

Re: Floor Plan, FBI Barracks Building, Quantico

Caretakers Quarters: A room for a permanent caretaker is provided in the southeast corner in the basement and adjacent to the caretaker's room will be a closet and bath room.

Flooring - The entire front of the basement will be concrete, except the caretaker's quarters. The caretaker's living room will have an asphalt tile floor and the bath room a regular tile floor.

FIRST FLOOR

The entrance to the building will be at the southwest corner of the main portion of the building. Stairways to the basement and to the second and third floors will be near this entrance.

Entrance - On entering the building there is a vestibule and to the immediate right of this vestibule an information window. Callers, upon entering, would come to the window and make their contacts through this window, which as I understand it will be very similar to the window at an information booth or similar to a bank teller's window. When necessary a receptionist or stenographer can be placed in this information booth. Immediately to the left on entering the building and passing through the entrance vestibule is a lobby. Extending to the east from the lobby and running through the center of the building is a long corridor. Immediately to the right and on the south side of the corridor will then be an administrative office. Continuing on the south side of the central corridor will be a large class room.

Class Room #1 -

This class room on the south side of the building will have the speaker's platform at the west end and next to the administrative office. The students will, therefore, face west and the light will enter from the students' left, that is from the south side of the building. It is estimated that this class room will seat approximately forty-five students.

Class Room #2 -

This class room located also on the first floor will seat approximately forty-five students. It will run the full width of the building and on the east side of the first floor. The speaker's platform will be at the south end of this class room and the students will face the south with the light entering from windows on the east side of the building, thus making the light enter from their left.

Re: Floor Plan, FBI Barracks Building, Quantico

Corridor - A center corridor will run from the lobby on the west to classroom #2 on the extreme east end of the building. On the north side of the corridor on the first floor will be found the following facilities:

Two bedrooms with bath and closet for each room.

Bedroom #1 This will be a single bedroom which will have a private bath and closet and will be directly in front of and across the corridor from the entrance.

Bedroom #2 On the north side of the corridor and adjacent to bedroom #1 will be a second bedroom which will be large enough for two beds when desired. This bedroom likewise has a closet and private bath. Both of these bedrooms, #1 and #2 can be used for visiting instructors who might have occasion to stay overnight.

Continuing eastward to the north of the corridor are the following facilities:

General Toilet -

In this toilet on the first floor there are four wash basins, two urinals, three flush toilets and one slop sink.

Recreation Room or Class Room #3.

This room may be used as a recreation room, a reading room, or if necessary as a class room, with a seating capacity of twenty-five to thirty. Electrical fixtures for installation of a radio will be built into this room.

Flooring - The entire floor will be of asphalt tile.

Ceilings - The ceilings will be of plaster, described by Naval architects as a "pan" type of ceiling with the beams dividing the ceiling covered with plaster.

Dining Room and Kitchen -

The size of the kitchen and its equipment is being based on the agreement with those in charge of the Hostess' House at Quantico that they would furnish the labor and the food, would prepare it in the kitchen and serve the meal in the dining room. These facts were made known to the Navy Department architects who prepared the

Re: Floor Plan, FBI Barracks Building, Quantico

kitchen and the refrigeration with this in mind and bearing the fact in mind that there would be no enormous storage problem since the bulk of the food would be brought daily from the Hostess' house and cooked in this kitchen. An electric refrigerator and an electric range are provided for in the specifications. The dining room will easily seat forty-eight and Commander NEEDHAM states that if they do not object to some crowding as many as eighty could be seated in the dining room at one time. Between the dining room and kitchen is a small scullery where the dishwashing and cleaning activities might be carried on. Water and electrical utilities are included in the specifications. The kitchen is apart from the main part of the building and extends to the west from the building proper. The dining room is accessible from the first floor by turning left upon entering the building at the main entrance. The dining room and kitchen consist of one floor and a basement, the basement portion being used for firearms storage and cleaning as heretofore described. The roof of the dining room and kitchen will be approximately level with the second floor of the main barracks building.

SECOND AND THIRD FLOORS

The second and third floors are identical in arrangement. To the west of the main portion of the building will be the roof to the dining room and kitchen, which portion of the building consists of one floor and a basement previously described. The stairs and stair well for the second and third floors are located at the southwest corner of the building and will lead from the stair hall into a small vestibule and to a center corridor hallway. A small vestibule will be found to the right just at the head of the stairs. On the south side of the corridor are the following facilities: South of the vestibule will be a baggage or storage room in which employees may store their suitcases. Across the hall on the north side of the building and opposite the stair well, vestibule and baggage room will be found a general toilet.

General Toilet:

This general toilet will contain four flush toilets, seven wash basins, three urinals and a janitor's closet. Next to this general toilet will be a gang shower and adjoining dressing room.

Shower and Dressing Room -

The shower room will contain four shower sprays in one room, which will not be subdivided but in which four men may take showers simultaneously. Immediately adjacent to the shower room is a dressing room which will be provided with benches or other

Re: Floor Plan, FBI Barracks Building, Quantico

seating arrangements so that the man can dress without their clothes becoming dampened by the water and steam from the shower room.

Sleeping Quarters:

On each side of the corridor there will be four stalls or rooms. Each of these rooms can provide maximum sleeping quarters for six men. The maximum furniture will be one bed and one locker for each man. The eight rooms on each floor will, therefore, provide maximum sleeping quarters for forty-eight men on each floor or a total of ninety-six men. Walking down the corridor there will be no wall between the corridor and each of the sleeping rooms, in other words this side of the room will be open. Between the rooms on each side of the corridor will be a partition extending from the floor to a height about two-thirds the distance from the floor to the ceiling. The area above this partition will be open. The Executive Conference has recommended that one of these rooms be completely enclosed so that it may be used as a sick room. To completely enclose each room with a wall between the corridor and the room and with the partitions extending the full height of the room to the ceiling would add considerably to the cost of the building and would also make it necessary to make additional expenditures for pipe lines to lead air conditioning inlets into each room.

Air Conditioning:

The blueprints that have been prepared call for an air conditioning unit which will be adequate to cool the first floor during the day time when the classes are in session and then the men retire to the sleeping quarters at night the air conditioning is cut off the first floor and a cooling system is turned on on the second and third floors where the men will sleep. Most of the air conditioning equipment will be located in the room provided therefor in the basement, although some of the equipment will be installed in the attic.

Re: Floor Plan, FBI Barracks Building, Quantico

Toilet and Bathing Facilities:

It should be noted that the toilet and bathing facilities will not be adequate for ninety-six men to use these facilities simultaneously and since the dining room was constructed with the idea in view of permitting about half the entire group to dine at one time, a stagger system of arising and eating will naturally be required to prevent congestion in the toilets and bath rooms, as well as in the dining room.

Indoor Rifle Range:

With proposed sheds to permit firing on an outdoor range even in rainy weather, the urgent need for an indoor range in this building apparently does not exist. It would be convenient, of course, to have this facility and it is proposed that space and electrical wiring will be provided so that if at a later date this indoor range is to be built it may be installed. It would require an additional appropriation for this purpose, however, as heretofore stated. This same area might, with the installation of a ventilating system or with the attachment of an air conditioning system to the space indicated for an indoor range, be converted into a gymnasium, if this should be deemed advisable at a later date. No appropriation has been requested, however, for equipping this space as a gymnasium. It will be remembered that originally it was intended that the basement be constructed only under one-half of the building, but the Navy Architects apparently decided that it would not be very expensive to provide a full basement which leaves the additional space for an indoors range or storage room space or gymnasium, depending upon future needs. It should be observed that no consideration has been given at any time to the construction of a gymnasium in the building at Quantico since a considerable amount of work at Quantico will be out-doors on the range and further for the reason that for exercises the students might go to the nearby drill grounds or to the grounds immediately adjoining the barracks building for out-door calisthenics in favorable weather.

Heating Facilities:

Regular radiators of the type presently used at Quantico are planned for the barracks building. They will be connected with the steam lines which run from the central heating plant located at Quantico. The cost for installing

Re: Floor Plan, FBI Barracks Building, Quantico

the radiators and the steam pipe lines has been considered in the estimates.

Estimated Cost:

Up until February 20th the estimates which had been furnished by Naval architects had indicated that based upon the cubic contents of the building, the permanent fixtures to be installed and the air conditioning system, the cost would amount to less than \$80,000.00 or more particularly to approximately \$73,000.00 to \$74,000.00. On February 20th Commander NEEDHAM indicated that the cost might run to a minimum of \$100,000.00 with perhaps \$7,000.00 to \$10,000.00 reserve for last minute changes and modifications.

Outdoor Range:

Based on the above estimates it would appear that there will be only from \$40,000.00 to \$50,000.00 left for an outdoor range and Commander Needham expressed the opinion before the Executive Conference that this would provide a pistol and rifle range "after a fashion", similar to the present pistol and rifle range used by the Marines at Quantico. It is obvious, therefore, that in order for the necessary refinements desired by the Bureau for the construction of electrical targets, underground tunnels and sheds and the various butts which have been in mind, it will be necessary for the supplemental request of \$100,000.00 appropriation to be provided.

Furniture and Fixtures:

The estimated cost of the building includes the range, refrigerator tables in the kitchen and the heating and air conditioning service complete. The Bureau has already purchased out of its regular appropriation certain furniture and supplies based originally on the estimate of a fifty-man barracks, but it is obvious that additional equipment will have to be purchased to provide for the additional size of the building and the additional men who can be placed in the building, both in the class rooms and in the dormitory space. Mr. CLAVIN and Mr. GLEGG have made an estimate that the additional purchases which will be needed will amount to approximately \$5,000.00.

February 23, 1939

EAT:HA

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered the question of the installation of individual control switches for the microphones in the cells on the thirtieth floor of the New York Office and recommended that individual control switches be installed, but that these switches be arranged in such a manner that they will also operate a light or lights in the outside corridor in order that the person operating the switch might make some appropriate explanation as to his actions when turning the switch on and off.

Those attending the Conference were Messrs. Clegg, Nathan, Quinn Tamm, Glavin and E. A. Tamm.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Mr. Tolson
Mr. Nathan
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Crowl
Mr. Egan
Mr. Foxworth
Mr. Glavin
Mr. Ladd
Mr. Lester
Mr. McIntire
Mr. Nichols
Mr. Quinn Tamm
Mr. Tracy
Miss Gandy

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/16/98 BY SP5C110ms

RECORDED

66-2554-1572

FEDERAL BUREAU OF INVESTIGATION
MAR 21 1939
U. S. DEPARTMENT OF JUSTICE
TOLSON
GLAVIN
TRACY

ORIGINAL FILED IN 66-27-9213

FEDERAL BUREAU OF INVESTIGATION

WASHINGTON, D. C.

HHC:BG

February 21, 1939

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, those present being Messrs. L.A. Tamm, Quinn Tamm, Glavin, Nathan and Clegg, considered the inquiries emanating from the Little Rock office as to whether there should be listed as inclosures in investigative reports the fact that a disposition sheet is attached, the fact that a parole report is attached, and the fact that a probationary letter is attached.

Since disposition sheets are required to be submitted with reports, the Conference was of the opinion that they should be listed as an inclosure. Parole reports, although submitted simultaneously, are not an exhibit or an inclosure with the report and probationary letters are likewise not necessarily a part of a report. The Conference was of the opinion that disposition sheets should be listed as an inclosure but that parole reports and probationary letters should not.

If this is approved, the Little Rock office is being advised accordingly and the next regular bulletin to the field will include this information.

Respectfully,
For THE CONFERENCE

Clyde Tolson
Chairman

RECORDED

W. K. Glavin
Secretary

cc-Mr. Glavin.

66-2554-1593

FEDERAL BUREAU OF INVESTIGATION	
MAR 2 1939	
U. S. DEPARTMENT OF JUSTICE	
TOLSON	TAMM

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/16/90 BY SP5c/10m5

ORIGINAL FILED IN 1-28-18-28

MEC:BG

February 21, 1939

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, those present being Messrs. E. A. Tamm, Quinn Tamm, Glavin, Nathan and Clegg, considered the request of Special Agent in Charge Guinane that authorization be granted for the use by him of colored cards for ticklers instead of the plain white slips of paper that are described in the Manual of Rules and Regulations.

It is believed that, as a matter of practice, colored cards are employed in most offices for ticklers and it was recommended that when next the Manual of Rules and Regulations is revised, the designation of this type of paper as "plain white slips of paper" should be eliminated, thus permitting the use of paper of any color which is available in the office and suitable for this purpose.

If this is approved, Mr. Guinane is being advised accordingly.

Respectfully,

Clyde Tolson
Chairman

W. R. Glavin
Secretary

cc-Mr. Glavin

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/10/90 BY SP5C/10ms

RECORDED

66-2554-1594

FEDERAL BUREAU OF INVESTIGATION
MAR 2 1939
U. S. DEPARTMENT OF JUSTICE

Kg

ORIGINAL FILED IN 66-1731-3850

KHO:DC

February 21, 1939

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, those present being Messrs. E. A. Tamm, Quinn Tamm, Glavin, Nathan and Clegg, considered the suggestion of Mr. J. B. Hogan that in view of the fact that some undeveloped leads request field offices to attempt to secure information connecting a certain subject or suspect with the case being investigated, United States Attorneys might gain the opinion that an attempt was being made to "frame" such subject or suspect.

It was recommended by the Conference that an announcement be made at the next Special Agents in Charge training school that care should be exercised in setting forth leads in order to avoid such misinterpretation.

If this is approved, Mr. Hogan is being advised accordingly and Mr. Clegg is being instructed to make the proper announcement.

Respectfully,

Clyde Tolson
Chairman

U. R. Glavin
Secretary

cc-Mr. Glavin

RECORDED

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/10/96 BY SP5C11DM/S

66-2554-1595

FEDERAL BUREAU OF INVESTIGATION	
MAR 3 1939	
H. S.	STAMP
TOLSON	STAMP

ORIGINAL FILED IN 66-3033-4

FEDERAL BUREAU OF INVESTIGATION

WASHINGTON, D. C.

February 23, 1939

WRG:MTS

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, consisting of Messrs. Nathan, Clegg, E. A. Tamm, Quinn Tamm, and Glavin, considered a memorandum submitted by Mr. Coffey for the attention of Mr. Nathan under date of February 17, 1939, relating to the visit of Lloyd N. Chatterton, who is in charge of communications at the Cleveland, Ohio, Police Department.

Chatterton wanted to know whether the Bureau would have any objection to various police departments utilizing the Bureau's teletype machines in forwarding communications direct to the Bureau, it being understood that such communications would be forwarded prepaid.

This matter was considered by the Conference, which was of the opinion that the Bureau would have no objection to the various police departments forwarding messages to the Bureau or its field offices through the medium of its teletype machines, provided those messages were forwarded prepaid and were not forwarded by any police department for subsequent relay to police departments in and about the Bureau field office headquarters city.

The Conference sees no objection to permitting the use of its teletype equipment for this purpose and subject to your approval there is attached hereto a communication addressed to Mr. Chatterton of the Cleveland Police Department concerning this matter.

Respectfully,
For the Conference

RECORDED & INDEXED

Clyde Tolson
Chairman

W. R. Glavin
Secretary.

O.K. - H.

66-2557-15916

FEDERAL BUREAU OF INVESTIGATION
MAR 4 1939
U. S. DEPARTMENT OF JUSTICE

RECEIVED
MAR 4 1939
FOUR

WRG:MCS

March 2, 1939

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, consisting of Messrs. Nathan, E. A. Tamm, Quinn Tamm, and Glavin, considered a communication received from the Des Moines Office under date of February 18, 1939, concerning the securing of a suitable range for use by the investigative personnel assigned to that office for firearms training.

It was pointed out to the Conference that a communication had been received from the SAC at Des Moines under date of February 4, 1939, wherein he advised that after a conference with Army officials at Fort Des Moines, where the present rifle range is located, it had been determined that that range has long been condemned for the use of high-powered rifles and that Army officials are not permitted to use their 30.06 rifles on the range with M-1 ammunition, inasmuch as this ammunition has a range of approximately 3500 yards and the safe maximum range on that course is approximately 2750 yards. Coulter at that time suggested that a lighter charged 30.06 ammunition be furnished the Des Moines Office for use at regular firearms practice.

He was requested to make a survey to determine whether an additional range could be located within his division so that special ammunition might be unnecessary. In his communication of February 18, 1939, he advised that there are two other National Guard ranges in the State of Iowa, one at Fort Dodge in the immediate vicinity of Des Moines; however, a farmer owns some property in or near the reservation on which he lives and which he has refused to sell to the Government at a reasonable price. If this range were to be used, it would be necessary to notify the farmer in advance in order to permit him to move off the range, and it would be necessary to pay him the sum of \$75 a week to remain off of his farm. It was further pointed out that another National Guard rifle range is located at Webster City, Iowa, but it has been in disuse for a number of years, is no longer kept up, and could not be used as a rifle range. The next nearest range is at Fort Crook, Nebraska, approximately 153 miles away.

The Conference was unanimous in opposing the use of any of these ranges and recommends that a lighter charged ammunition be secured for the use of the Des Moines Office. Subject to your approval.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/16/90 BY SP5C/LMS

U. S. DEPARTMENT OF JUSTICE

NOLSON

TAMM

FOUR

ORIGINAL FILED IN 66-3760-46-53

66-2551-1576X

MAR 14 1939

Memorandum for the Director

- 2 -

March 2, 1939

supply of M-1 Guard Ammunition having a maximum range of from 2300 to 2400 yards is being ordered for the Des Moines Office. The War Department has advised that this ammunition at short ranges is just as good as the regular ammunition used by the Bureau, but that at ranges of 600 yards or more it is not as accurate as the regular service issued.

There is attached hereto a communication addressed to the SAC at Des Moines concerning this matter.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

RHC:RLC

March 1, 1939

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, Messrs. E. A. Tamm, Quinn Tamm, Glavin, Nathan and Clegg being present discussed the question presented by Mr. Clegg as to whether the Bureau in its Uniform Crime Reports Bulletins might set forth for comparative purposes not only the total number of policemen in each department and the population over which the police department has jurisdiction, but also the area in square miles.

Mr. Clegg advised when he was recently in Cincinnati Assistant Chief of Police Adams of the FBI National Police Academy Associates called his attention to the fact that the Milwaukee, Wisconsin, Police Department, with which department the Cincinnati Police Department is frequently compared with by the public, has a total municipal area of thirty-three square miles as compared with the Cincinnati area of seventy-six square miles.

Other considerations to which study might be given would be the desirability of showing the distribution of population by race groups. For example, the Bureau sets forth in the Uniform Crime Reports Bulletin the fact that native whites commit considerably more crime than foreign born whites based on the total population of each group and, further, that crime among the negro population is higher than among the native born whites by a considerable amount. Therefore, in setting forth a comparison of crime conditions the question arose as to whether it might be desirable to show the number of police, the total population, the area in square miles covered by the police agency and the distribution of population by race groups. A similar question might arise as to age groups.

Therefore, it was the recommendation of the Executive Conference that a memorandum be prepared for Mr. Harbo to submit his views and the recommendations of others who may have considered this problem in setting forth an analysis of crime conditions in various cities and states. The Executive Conference felt that Mr. Harbo's views should be obtained and further it was not known but that some prior consideration may have been given to these matters. Therefore, if it is approved, a memorandum is being prepared for Mr. Harbo requesting his views and any other data with reference to these and similar comparative bases for setting forth crime statistics in the Uniform Crime Reports Bulletins.

Respectfully,
For the Conference

RECORDED

Clyde Tolson
Chairman

W. R. Glavin,
Secretary

Enclosure
CC: Mr. Glavin

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/10/90 BY SP5C10MS

66-2554-1576X1

MAR 30 1939

TOLSON
GLAVIN
NATHAN
CUNNINGHAM
EICHEN
HARRIS
LADD
ROSEN
TRACY
WATSON
WILLIAMS
YERGEN

1-19270X

ORIGINAL FILED IN

QT:LCB

March 2, 1939

MEMORANDUM FOR THE DIRECTOR

(M) C
The Executives Conference, Messrs. E. A. Tamm, W. R. Glavin, H. H. Clegg, Harold Nathan and Quinn Tamm being present, considered the suggestion of Mr. Quinn Tamm that the investigations now being supervised in the Recording Section under the heading "International Exchange", be given a classification number and assigned to the Investigative Unit. It was pointed out that these investigations are initiated upon the request of foreign countries and actually involve investigative activities on the part of Bureau Agents. The investigations are wholly supervised by a clerical employee in the Recording Section of the Identification Division.

The conference was unanimous in approving the suggestion that these investigations be transferred to the Investigative Unit and be supervised by an Agent Supervisor.

Respectfully,

For the Conference,
Clyde Tolson, Chairman.

W. R. Glavin, Secretary.

Mr. Tolson _____
Mr. Nathan _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Egan _____
Mr. Foxworth _____
Mr. Harbo _____
Mr. Lester _____
Mr. McIntire _____
Mr. Nichols _____
Mr. Q. Tamm _____
Mr. Tracy _____
Miss Gandy _____

RECORDED

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 7/10/90 BY SP5CJL/oms

66-2554-1596X2

FEDERAL BUREAU OF INVESTIGATION
APR 27 1939
U. S. DEPARTMENT OF JUSTICE
NATHAN TAMM TOLSON

ORIGINAL FILED IN 66-2554-1596X2

QT:LCB

March 2, 1939

MEMORANDUM FOR THE DIRECTOR

74
The Executive Conference, Messrs. E. A. Tamm, W. R. Glavin, Harold Nathan and Quinn Tamm being present, considered the suggestion of Special Agent in Charge R. C. Hendon that the Bureau purchase illuminated fingerprint magnifiers for the use of the various field offices.

The conference was informed that these magnifiers had been tried out in the Single Fingerprint Section and have not been found to be practical. The conference was unanimous in recommending against their purchase and, if you approve, there is attached hereto a letter to Special Agent in Charge Hendon so advising him.

Respectfully,
For the Conference,

Clyde Tolson, Chairman.

W. R. Glavin, Secretary.

Mr. Tolson _____
Mr. Nathan _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Crowl _____
Mr. Egan _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Harbo _____
Mr. Lester _____
Mr. McIntire _____
Mr. Nichols _____
Mr. Q. Tamm _____
Mr. Tracy _____
Miss Gandy _____

RECORDED

INDEXED

66-2554-1597
FEDERAL BUREAU OF INVESTIGATION
MAR 10 1939
U. S. DEPARTMENT OF JUSTICE
TOLSON
TAMM
FOUR

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 393,013
DATE 7/16/90 BY SP5C/LMS

ORIGINAL FILED IN 66-3609-842

WRC:atw

March 3, 1939

MEMORANDUM FOR THE DIRECTOR

The Conference consisting of Messrs. Nathan, E. A. Tamm, Quinn Tamm and Glavin considered a report submitted by Mr. Laughlin concerning the Bendix Hydraulic Steering Stabilizer.

It was pointed out to the Conference that tests had been made of this stabilizer by the War Department at the Holabird Quartermaster Depot, Baltimore, Maryland, the Army officials reporting favorably as to this device.

The Conference was further advised that the matter had been discussed with Mr. Bruce of the National Bureau of Standards who is an automotive expert, he advising in his opinion the device would not be any improvement for the Bureau. He pointed out that with the Bendix stabilizer attached the steering mechanism could not react naturally and as a result when the front wheels of an automobile would strike a curb or other objects, a rigid situation in the steering gear and in the front wheel assembly would be created, thereby causing the spindle or some other part to give. This would result in the necessity for repairs. Mr. Bruce points out that the ordinary steering mechanism of a car provides for a certain amount of play when the front wheels strike an object and the steering gear is arranged so that after striking the object, the wheels, being deflected from a straight line, are immediately brought back into a straight line, after the force of the blow has been absorbed. With the use of the Bendix stabilizer, the force of this blow is not mechanically absorbed, but effects its full force against the working parts of the front wheel assembly. This invariably results in some part either giving or breaking.

Concerning the advantages of using this device when front tires have deflated, Mr. Bruce stated that the operator's reaction in a case of this kind from the standpoint of steering is a very short period, approximately one-fourth or one-half second.

RECORDED

66-2554-1398

FEDERAL BUREAU OF INVESTIGATION	
MAR 10 1939	
TOLSON	MAJ. G. JUSTICE
TAMM	FOUR 12

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,843
DATE 7/10/90 BY SP5C11/pms

Mr. Tolson
Mr. Nathan
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Crowl
Mr. Dawsey
Mr. Egan
Mr. Foxworth
Mr. Glavin
Mr. Harbo
Mr. Lester
Mr. McIntire
Mr. Nichols
Mr. Quinn Tamm
Mr. Tracy
Miss Gandy

ORIGINAL FILED IN 66-1980-7-1136

March 3, 1939

He pointed out that from a standpoint of providing additional safety from blow-outs, the Bureau had very little use for this device inasmuch as all of our cars were equipped with life-guard inner tubes, which, of course, cannot be rapidly deflated.

Mr. Bruce further pointed out that one of these stabilizers had been attached to a car belonging to another employee of the Bureau of Standards and this employee experienced considerable difficulty in keeping it properly attached. In a final analysis, Mr. Bruce believed that should the Bendix stabilizers be placed on all of the Bureau cars that they would be a constant source of mechanical trouble.

In view of the comments of the expert of the National Bureau of Standards, the Conference unanimously recommends against favorable consideration of this device.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

WRG:atw

March 4, 1939

MEMORANDUM FOR THE DIRECTOR

The Conference consisting of Messrs. Nathan, E. A. Quinn Tamm and Glavin considered a memorandum submitted by Mr. Clegg concerning the "Geesey Anatomical Silhouette Target," a miniature of which is attached hereto.

The Conference after examining the target did not believe that it possessed any great advantages over the present Colt Silhouette Target being used by the Bureau and recommends against the adoption of this target to replace the present Colt target.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

89. Printing Conf.

Mr. Tolson
Mr. Nathan
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Crowl
Mr. Dawsey
Mr. Egan
Mr. Foxworth
Mr. Glavin
Mr. Harbo
Mr. Lester
Mr. McIntire
Mr. Nichols
Mr. Quinn Tamm
Mr. Tracy
Miss Gandy

RECORDED

66-2554-1599

FEDERAL BUREAU OF INVESTIGATION

MAR 11 1939

U. S. DEPARTMENT OF JUSTICE

TOLSON

GLAVIN

FOUR

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/10/90 BY SP5C/LDMS

ORIGINAL FILED IN

66-3760-2315

FEDERAL BUREAU OF INVESTIGATION

WASHINGTON, D. C.

QT:APS

March 7, 1939

MEMORANDUM FOR THE DIRECTOR

The ~~Executives~~ Conference, Messrs. E. A. Tamm, Nathan, Glavin and Quinn Tamm being present, considered a letter from Mr. Leo J. Mulcahy, a graduate of the FBI Police Academy (first police school). Mr. Mulcahy, by letter, transmitted an outline of a confidence game which had been worked in his jurisdiction. He further transmitted several pictures of latent prints and requested that an outline of this case, together with the pictures of the latent fingerprints, be published in the FBI Law Enforcement Bulletin because of the possibility that they may be identified by some local police department. It is noted that the description of the individual is extremely common and no comprehensive search could be made in the Identification Division.

The Conference does not believe that this should be published in the bulletin because of the fact that extensive publication of latent fingerprint matters has never been given. It further believes that this would not be of definite help to Mr. Mulcahy.

There is attached hereto a letter to the New York Field Division advising of this case and instructing that office to personally contact Officer Mulcahy and advise him of the Bureau's views.

Respectfully,
For the Conference:

Glyde Tolson, Chairman.

RECORDED

W. R. Glavin, Secretary

D.K.-H.

66-2554-1599X

FEDERAL BUREAU OF INVESTIGATION
APR 8 1939
U. S. DEPARTMENT OF JUSTICE
TOLSON <i>per</i> Tamm <i>MAJOUR</i>

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/10/90 BY SP5CJ/OMS

ORIGINAL FILED IN 37

March 9, 1939

CT:APS

MEMORANDUM FOR THE DIRECTOR

The Executives' Conference, Messrs. Nathan, E. A. Tamm, and Quinn Tamm being present, considered a suggestion submitted by Fingerprint Classifier A. T. Briley in which he suggested that applicant prints, after having been searched, be returned to the contributor.

This suggestion was previously considered by the Supervisors' Conference of the Identification Division, at which time the suggestion was rejected.

The Executives' Conference does not believe that the return of these prints would materially help the function of the work in the Identification Division, would serve no definite purpose, and would remove from the various files information that may prove of value in the future. The Conference was unanimously opposed to the adoption of this suggestion.

A letter has been addressed to Mr. Briley.

Respectfully,
For the Conference:

Clyde Tolson, Chairman.

W. R. Glavin, Secretary.

Mr. Tolson _____
Mr. Nathan _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Crowl _____
Mr. Egan _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Harbo _____
Mr. Lester _____
Mr. McIntire _____
Mr. Nichols _____
Mr. Q. Tamm _____
Mr. Tracy _____
Miss Gandy _____

RECORDED

66-2554-1600
FEDERAL BUREAU OF INVESTIGATION
MAR 13 1939
U. S. DEPARTMENT OF JUSTICE
TOLSON
TAMM
TOUR

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/16/90 BY SP5CJ/MS

ORIGINAL FILED IN 66-2554-1600

C O P Y (gmr)

HHC:ES

FEDERAL BUREAU OF INVESTIGATION

WASHINGTON, D. C.

March 8, 1939

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, Messrs. E. A. Tamm, Quinn Tamm, Nathan, Glavin and Clegg being present, considered the inquiry made by SAC Sackett of the New Orleans Office as to whether interviews by Special Agents in Charge with applicants for positions should be recorded as an assignment and a card made up on this work and marked "closed" upon completing and reporting the interview.

The Executive Conference was unanimous in the opinion that no such assignment card should be made for this work. In the first place, no investigative work is involved; and in the second place, the duties are those falling upon the Special Agent in Charge and there is no need for an assignment record, therefore, to reflect the amount of pending work to be done by Special Agents under his supervision.

If this is approved, a letter is being addressed to Mr. Sackett accordingly and a clarification of this matter is being placed in the next semi-monthly bulletin forwarded to the field.

Respectfully,
For the Conference

Clyde Tolson, Chairman

W. R. Glavin, Secretary

cc Mr. Glavin

RECORDED

66-2551-1601

FEDERAL BUREAU OF INVESTIGATION	
MAR 14 1939	
U. S. DEPARTMENT OF JUSTICE	
TOLSON	TAMM

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/10/90 BY SP5C/1005

ORIGINAL FILED IN 66-68-217-1

HEC:EG

March 7, 1939

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, Messrs. E. A. Tamm, Quinn Tamm, Glavin, Nathan and Clegg being present, considered the Bureau's memorandum addressed to Mr. Tolson to the effect that when further consideration was given to the consolidation of the sections of the Manual of Rules and Regulations, consideration be given at that time to the possibility of consolidating in one section the provisions of Sections 104, 105, 108, 109 and 110, dealing with the filing system, personnel and administrative files, assignment cards, unassigned cases and assignment of road work.

The Executive Conference considered this suggestion and recommended unfavorably. In the first place, it was not believed that there would be any advantage whatsoever by placing all this material in one section. Further, a division of this material into separate sections will enable Special Agents to organize this material better in their minds and to locate it more easily when some particular subject matter is desired for study or reference purposes.

Respectfully,

FOR THE CONFERENCE

Clyde Tolson
Chairman

RECORDED
F. R. Glavin
Secretary

cc-Mr. Glavin

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/10/90 BY SP5C/LMS

66-2554-1602

FEDERAL BUREAU OF INVESTIGATION
MAR 14 1939
U. S. DEPARTMENT OF JUSTICE

TOLSON
LEAHY
FOUR

ORIGINAL FILED IN 66-1934-5834

WRG:atw

March 4, 1939

MEMORANDUM FOR THE DIRECTOR

The Conference consisting of Messrs. Nathan, E. A. Tamm, Quinn Tamm and Glavin considered two suggestions submitted by Mr. Joseph F. Nelan, Chief Clerk of the El Paso Office.

- (1) He suggests that the Bureau issue instructions that the offices which send out long mimeographed reports punch holes in such reports and fasten the pages with Acco, or similar fasteners, to facilitate handling at the offices receiving such reports.

The Conference is of the opinion that no general instructions should be sent out to the field concerning this matter at the present time, but recommends that this suggestion be included in the Chief Clerk's Manual which is under revision at the present time.

If you approve, there is attached hereto a memorandum to Mr. Clegg concerning this matter.

- (2) Mr. Nelan suggests that the Bureau consider the advisability of inserting the descriptions on the reverse of photographs sent out by the Bureau which would save clerical time in the field where photographs sometimes arrive twenty-five to fifty in one day, necessitating the handwriting of descriptions on the reverse.

It was pointed out to the Conference that under our present procedure in the event more than fifteen photographs are sent to any field office, the descriptions thereof are placed on the photographs by the Bureau. If there are less than fifteen sent, the descriptive data are placed on these photographs by the various field offices.

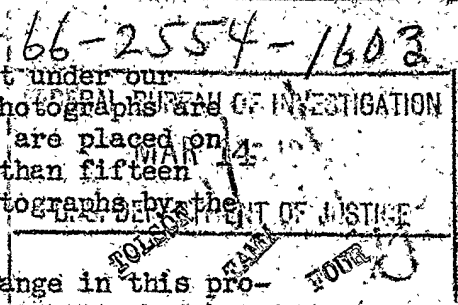
The Conference does not recommend any change in this procedure at the present time. If you approve, there is attached hereto a communication addressed to Mr. Nelan concerning this matter.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 333,013
DATE 7/10/90 BY SP5C/LDM/S

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson, Chairman W. R. Glavin, Secretary

Mr. Tolson
Mr. Nathan
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Crowl
Mr. Dawsey
Mr. Egan
Mr. Foxworth
Mr. Glavin
Mr. Harbo
Mr. Lester
Mr. McIntire
Mr. Nichols
Mr. Quinn Tamm
Mr. Tracy
Miss Gandy



ORIGINAL FILED IN 66-3252-26

HN:CSH

March 4, 1939

MEMORANDUM FOR THE DIRECTOR

At an Executives Conference held this morning, Messrs. E. A. Tamm, Glavin, Quinn Tamm and Nathan being present, a discussion was had relative to the problem involved in the expenditure of funds, for examination and particularly for testimony of laboratorians, in cases involving the killing of animals, such as cows, pigs, deer, et cetera.

Last year a case was rejected, after Executives Conference discussion, involving a cow killed in the State of Nevada. A month or so ago another cow was killed in Colorado and the Laboratory made an examination and sent an examiner to testify on the theory that this was a pedigreed or blooded cow. Just recently a case was accepted involving the killing of a cow in North Carolina. This was the subject of a memorandum stating it would be handled and testimony given primarily for the purpose of obtaining experience for a comparatively new laboratorian.

The Conference considered the general problem. Mr. E. A. Tamm was of the opinion that all cases of this or any other similar type should be received, examinations made, and testimony given when desired. Mr. Quinn Tamm agreed with E. A. Tamm. Mr. Glavin was of the opinion that if we make examinations in these cases we should testify. Mr. Nathan was of the opinion that no general rule should be specifically set forth; that action taken by the Laboratory should depend upon the comparative unimportance or importance of the case and the amount of money to be expended; that in every case where an expenditure of government funds would appear specifically unnecessary the approval of the Director should be secured before rejecting the case.

Very truly yours,

RECORDED

66-2554-1603X

FEDERAL BUREAU OF INVESTIGATION

MAR 16 1939

U. S. DEPARTMENT OF JUSTICE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 333,613
DATE 7/16/90 BY SP5C11DMS

Mr. Tolson _____
Mr. Nathan _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Crowl _____
Mr. Egan _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Harbo _____
Mr. Lester _____
Mr. McIntire _____
Mr. Nichols _____
Mr. Q. Tamm _____
Mr. Tracy _____
Miss Gandy _____

ORIGINAL FILED IN 66-6200-95-1

March 6, 1939

EAT:HA

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered a situation arising from the fact that Bureau form letters appear from time to time to contain inaccurate, incomplete or rather dubiously worded instructions, and accordingly recommends that all form letters prepared for general field distribution be considered by the Executive Conference prior to preparation and distribution.

Those present at this session of the Conference were Messrs. Nathan, Glavin, Quinn Tamm and E. A. Tamm.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

66-3482-89
ORIGINAL FILED IN

- Mr. Tolson.....
- Mr. Nathan.....
- Mr. E. A. Tamm.....
- Mr. Clegg.....
- Mr. Coffey.....
- Mr. Crowl.....
- Mr. Egan.....
- Mr. Foxworth.....
- Mr. Glavin.....
- Mr. Harbo.....
- Mr. Lester.....
- Mr. McIntire.....
- Mr. Nichols.....
- Mr. Quinn Tamm.....
- Mr. Tracy.....
- Miss Gandy.....

66-3482-1604

FEDERAL BUREAU OF INVESTIGATION
MAR 16 1939
U. S. DEPARTMENT OF JUSTICE
TOLSON GLAVIN FOUNT

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 343,013
DATE 7/10/96 BY SP5CJ/ONS

HNIC:BG

March 6, 1939

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,913
DATE 7/16/95 BY SP5/10003

MEMORANDUM FOR THE DIRECTOR

Mr. Nathan, Mr. E. A. Tamm, Mr. Quinn Tamm, Mr. Glavin and Mr. Clegg, members of the Executive Conference, considered individually and later at a conference the suggestions of Inspector E. J. Connelley for the consolidation of the Bureau's manuals. Mr. Connelley left a detailed statement of his ideas as to how the various manuals should be consolidated and reorganized, which details are set forth in the attached memorandum prepared by Mr. Clegg summarizing Mr. Connelley's views.

I. The Conference unanimously opposed the printing of the Bureau's manuals and bulletins on thin paper of a type which would reduce considerably the bulkiness of the manuals. The objection of the Conference is occasioned by the fact that Mr. Kanneberger advised the Conference that with the Bureau's printing equipment it would be impossible to make use of the thin tissue or onion skin type of paper without the printing showing through on the reverse side and, therefore, the printing on both sides of the paper would be illegible. To have the manuals printed on this type of paper by the Government Printing Office would entail too great a length of time in making the various manual changes and in the printing process. It is believed, therefore, that the present procedure of using Bureau equipment to print and change the manuals should be continued.

II. Mr. Connelley suggested that the Chief Clerk's Manual and the present Manual of Rules and Regulations be consolidated and made into two separate sections of one manual. These two sections would be known, one as the "Administrative Section" which would be furnished to all Special Agents and to all clerical employees, and the other section would be the "Rules and Regulations Section" which would be furnished to Special Agents only.

The members of the Executive Conference unanimously opposed this suggestion for the following reasons:

A. The suggestion would require that Special Agents receive the Chief Clerk's Manual under a new name, "Administrative Section," which would be an added burden for the Special Agents to carry around with them in their brief bags. At present, a Chief Clerk's Manual is available in each field office for examination and inspection by the Special Agents as a reference publication and it was not believed that the contents of this manual were needed by the Special Agents except for occasional reference purposes like some other volume which might be in the library or otherwise available to them.

RECORDED

66-2554

FEDERAL BUREAU OF INVESTIGATION

U.S. DEPARTMENT OF JUSTICE

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B. The Conference believed that the present arrangement of the Manual of Rules and Regulations and of the Chief Clerk's Manual is more logical than that proposed and that, therefore, the present manuals are conducive to the more efficient functioning of the Bureau as a whole. The present Manual of Rules and Regulations is arranged in such a fashion that a chronological and logical presentation of the subject matter is made and by reference to the detailed index any section of the manual needed for special study can be found easily. Therefore, no occasion arises to require that this consolidation be made.

C. It was believed that no gain whatsoever is evident in the suggestion made by Mr. Connelley for the consolidation of the manuals.

III. Mr. Connelley suggested that, whenever the Bureau sent out bulletins to the field and whenever general letters were sent to all Special Agents in Charge, not only the subject matter of the bulletins and letters be shown but that also particular reference be made to the sections of the manuals which are modified, amended or in any way affected; or in the event the subject matter related to a general "Q" or "QQ" file which contains miscellaneous complaints or specific instructions concerning different types of investigations, that such file number be set forth. In the latter instance, general instructions on White Slave Traffic Act Investigations would bear the title: WHITE SLAVE TRAFFIC ACT INVESTIGATIONS (31-00).

The Executive Conference favors this particular suggestion of Mr. Connelley whenever it can be reasonably applied, and if approved, there is attached hereto a memorandum to the chiefs of all divisions accordingly.

In the event the above recommendations are approved, Mr. Connelley is being advised accordingly.

Respectfully,

Clyde Tolson
Chairman

E. A. Glavin
Secretary

cc-Mr. Glavin

C O P Y (gmr)

QT:APS
80-98-158
66-8117-28
94-1-132-1781

March 9, 1939

MEMORANDUM FOR THE DIRECTOR

The Executives' Conference, Messrs. Glavin, E. A. Tamm, Nathan, Clegg and Quinn Tamm being present, considered a letter received from SAC Conroy at Dallas, transmitting a mimeographed copy of a proposed bill to be submitted to the Texas State Legislature, with regard to the licensing of fingerprint identification experts, firearms identification experts, and questioned document examiners. Under the proposal of this bill, it appears that the Bureau laboratory and fingerprint experts will not be permitted to testify in the Texas courts unless they are licensed by the Board.

It is not believed that the Bureau should take any active participation in comments concerning this legislation. However, there are attached hereto letters to SAC Conroy and the SAC's at El Paso and San Antonio, advising them that they should keep in close contact with this particular legislation and advise the Bureau of any developments and verbally call to the attention of interested identification officers and law enforcement officials that this bill, if passed, will mean that the laboratory can conduct no further examinations for law enforcement agencies in the State of Texas.

Respectfully,
For the Conference:

Clyde Tolson, Chairman.

W. R. Glavin, Secretary.

251-26-92-2
ORIGINAL FILED IN

RECORDED

66-2554-1604X1

RECEIVED	MAR 10 1939	U.S. DEPT. OF JUSTICE
TOLSON	GLAVIN	CONROY

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/10/90 BY SP5CJL DMS

WRG:atw

March 9, 1939

MEMORANDUM FOR THE DIRECTOR

The Conference consisting of Messrs. Nathan, E. A. Tamm, Quinn Tamm and Glavin considered a suggestion submitted by Special Agent William B. Dillon of the Washington Field Office that the Bureau arrange retraining schedules so that the Agents attending such retraining schools may be afforded the opportunity to contact their Representatives and Senators on matters of mutual interest.

The Conference unanimously opposes the adoption of this suggestion and recommends that Agent Dillon be advised that due to the crowded retraining schedules, it is not possible to set aside time for such contacts.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Mr. Tolson
Mr. Nathan
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Crowl
Mr. Dawsey
Mr. Egan
Mr. Foxworth
Mr. Glavin
Mr. Harbo
Mr. Lester
Mr. McIntire
Mr. Nichols
Mr. Quinn Tamm
Mr. Tracy
Miss Gandy

RECORDED

66-2554-1604 V 2

MAR 29 1939

INDEXED

FILED

8

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,612
DATE 7/16/90 BY SP5CND/MS

Washington, D. C.

March 6, 1939

Director
Federal Bureau of Investigation
Washington, D. C.

Dear Sir:

The following suggestion is respectfully submitted for your consideration:

It may truthfully be said that the "life blood" of the Bureau is the cooperation developed through contacts with persons in private and public life by Bureau Agents. A very advantageous contact for an Agent to make is to see and know the members of Congress from his particular State and district. As a general rule contact with the various Representatives and Senators in their respective States is rather difficult as they spend a considerable part of their time at Washington. From time to time Agents of the Bureau are called to Washington on routine business and it is felt that the presence of these Agents in Washington should furnish them an opportunity to make contacts with members of the House of Representatives and Senate. The value of such contacts to the Bureau cannot be over-estimated. The Bureau's financial appropriation depends on the action of the members of Congress and no doubt they would have the interests of the Bureau more at heart if they were personally acquainted with members of the Bureau's personnel. Contacts by Agents would tend to stimulate a greater interest in the Bureau on the part of the law makers and would result in more favorable consideration of legislation beneficial to the Bureau and to its personnel.

RECORDED

It is therefore respectfully suggested that an opportunity be furnished Agents who are called to Washington for retraining etc. to call upon their Congressional representatives. This might be called to the attention of the Agents by means of a verbal announcement at the convening of each class or group to the effect that the Agents would be allowed to make appointments with legislators should they so desire.

Very truly yours,

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/10/90 BY SP5C10MS

WILLIAM B. DILLON
Special Agent

117-237X

66-2554-1604X2
SEARCHED
SERIALIZED
INDEXED
FILED

March 13, 1939

The Executive Conference, consisting of Messrs. Nathan, E. A. Tamm, Clegg, Quinn Tamm, and Glavin, considered a suggestion made by Mrs. Mary E. Watson of the Files Section that the name of the Agent involved in an automobile accident be included in the title of the report and in all correspondence.

The Conference is of the opinion that this suggestion contains merit and recommends that it be considered favorably. Subject to your approval, there is attached hereto a bulletin to all Special Agents in Charge concerning this matter and also a communication addressed to Mrs. Watson thanking her for her interest in making this suggestion.

Respectfully,
For the Conference

Clyde Tolson
Chairman

RECORDED

W. R. Glavin
Secretary

FEDERAL BUREAU OF INVESTIGATION

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 7/16/90 BY SP5cldms

U.S. DEPT. OF JUSTICE
MAR 16 1961
TOLSON
C. L. TOLSON
J. E. HOLLOMAN
J. A. RAY
J. C. WATKINS
J. D. BAKER
J. H. WATKINS
J. L. WATKINS
J. M. WATKINS
J. N. WATKINS
J. O. WATKINS
J. P. WATKINS
J. Q. WATKINS
J. R. WATKINS
J. S. WATKINS
J. T. WATKINS
J. U. WATKINS
J. V. WATKINS
J. W. WATKINS
J. X. WATKINS
J. Y. WATKINS
J. Z. WATKINS

ORIGINAL FILED IN 66-1480-103729

C O P Y (gmr)

QT:APS

80-98-158

66-6117-28

94-1-132-1781

FEDERAL BUREAU OF INVESTIGATION

WASHINGTON, D. C.

March 9, 1939

MEMORANDUM FOR THE DIRECTOR

The Executives' Conference, Messrs. Glavin, E.A. Tamm, Nathan, Clegg and Quinn Tamm being present, considered a letter received from SAC Conroy at Dallas, transmitting a mimeographed copy of a proposed bill to be submitted to the Texas State Legislature, with regard to the licensing of fingerprint identification experts, firearms identification experts, and questioned document examiners. Under the proposal of this bill, it appears that the Bureau laboratory and fingerprint experts will not be permitted to testify in the Texas courts unless they are licensed by the Board.

It is not believed that the Bureau should take any active participation in comments concerning this legislation. However, there are attached hereto letters to SAC Conroy and the SAC's at El Paso and San Antonio, advising them that they should keep in close contact with this particular legislation and advise the Bureau of any developments and verbally call to the attention of interested identification officers and law enforcement officials that this bill, if passed, will mean that the laboratory can conduct no further examinations for law enforcement agencies in the State of Texas.

Respectfully,
For the Conference:

Clyde Tolson, Chairman

W. R. Glavin, Secretary.

Notation: O.K.
J.E.H.

RECORDED

INDEXED

66-2554-1606

FEDERAL BUREAU OF INVESTIGATION
MAR 16 1939
U. S. DEPARTMENT OF JUSTICE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/10/96 BY SP5C110MS

HHC:ES

March 8, 1939

MEMORANDUM FOR THE DIRECTOR

Members of the Executive Conference considered the proposed changes in the Chief Clerk's Manual as prepared by Special Agent R. H. Hicks based upon bulletins which have been issued modifying certain sections of the Chief Clerk's Manual.

It was the opinion of the Conference, Messrs. E. A. Tamm, Quinn Tamm, Nathan, Glavin and Clegg being present that the Chief Clerk's Manual should not be reprinted at this time, but that the attached suggestions should be included in a study of the revision of the Chief Clerk's Manual following the consideration of the suggestion letters after July 1.

Respectfully,
For the Conference

Clyde Tolson, Chairman

W. R. Glavin, Secretary

Mr. Tolson.....
Mr. Nathan.....
Mr. E. A. Tamm.....
Mr. Clegg.....
Mr. Coffey.....
Mr. Crowl.....
Mr. Dawsey CC: Mr. Glavin
Mr. Egan.....
Mr. Foxworth.....
Mr. Glavin.....
Mr. Harbo.....
Mr. Lester.....
Mr. McIntire.....
Mr. Nichols.....
Mr. Quinn Tamm.....
Mr. Tracy.....
Miss Gandy.....

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323013
DATE 7/10/90 BY SP5C/LMS

66-2554-1607

FEDERAL BUREAU OF INVESTIGATION
MAR 14 1939
U. S. DEPARTMENT OF JUSTICE
TOLSON
LEAHY
ROUSE

ORIGINAL FILED IN 6-21873-31

February 8, 1939

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, consisting of Messrs. Tolson, Nathan, E. A. Tamm, Quinn Tamm, and Glavin, considered the desirability of changing the location of red spotlights presently used by the Bureau on its automobiles in emergencies.

The Conference was advised by Mr. Glavin that Messrs. Gurnea and Connelley, in making an inspection of the red lights, were of the opinion that dual red lights should be installed from the windshield coping of the car in such a manner that the light can be noticed on the side when the car is passing as well as on the front. Both Connelley and Gurnea pointed out to Mr. Glavin that unless there is some side reflection for these lights when the light is being used, the car can not be easily recognized unless it can be seen from straight ahead. Lights have been so installed as to permit side radiation as well as front radiation in accordance with the suggestions made by Gurnea and Connelley. These installations are shown in the attached photographs labeled "B" and "C".

It was further pointed out to the Conference that the installation, considering the purchase of two lights, would be a better one. The Conference, with the exception of Mr. E. A. Tamm, is of the opinion that these installations should be made in all cars presently being used by the Bureau. Mr. E. A. Tamm was of the opinion that the installations should be made on additional cars purchased by the Bureau and not on the cars presently being used.

For the Director's further information this installation differs to some extent from the old installation which is reflected in the attached photograph labeled "A". It will be recalled that in our old installations the lamp itself was equipped with a socket which would be inserted in the male socket on the coping of the windshield. This has been reversed in the new set-up, the lamps themselves having the male socket inserted into the coping of the windshield. The windshield sockets are such that there is no possibility of the light becoming loose and falling during use. It will also be recalled that this has occurred in our present installations.

Memorandum for the Director - 2 -

February 8, 1939

If approved by you, appropriate instructions will be issued to the Chief Clerk's Office to forward appropriate instructions to the field concerning these installations.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

QT:APS

March 14, 1939

MEMORANDUM FOR THE DIRECTOR

The Executives' Conference, Messrs. Nathan, E. A. Tamm and Quinn Tamm being present, considered a memorandum submitted by Special Agent C. E. Hennrich, in which he pointed out that the present policy in the Identification Division was to stamp all prints of individuals whose age was 90 years as being dead; however, to file these prints in the active obsolete files.

Mr. Hennrich suggested that the prints be removed from the identification files proper and placed in the dead files.

The Conference was unanimous in believing that this should be done.

Respectfully,
For the Conference:

Clyde Tolson, Chairman.

W. R. Glavin, Secretary.

Mr. Tolson _____
Mr. Nathan _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Crowl _____
Mr. Egan _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Harbo _____
Mr. Lester _____
Mr. McIntire _____
Mr. Nichols _____
Mr. Q. Tamm _____
Mr. Tracy _____
Miss Gandy _____

RECORDED

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323613
DATE 7/10/96 BY SP5CJL/bms

66-2554-1608

SEARCHED	INDEXED
SERIALIZED	FILED
MAR 15 1939	
U. S. DEPT. OF JUSTICE	

32-57-243

C O P Y (gmr)

WRC:MTS

FEDERAL BUREAU OF INVESTIGATION

WASHINGTON, D. C.

March 13, 1939

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, consisting of Messrs. Nathan, E. A. Tamm, Clegg, Quinn Tamm, and Glavin, considered a memorandum submitted by Mr. Laughlin recommending that the procedure of indexing the words, "Wire-tapping," "Confidential Informants" and "Mail Cover," be discontinued.

Mr. Laughlin points out that there appears to be no good reason for indexing these words and the result has been that the Searching Unit of the Files Section has several drawers of cards filed under the above names. Laughlin points out that the subject matter of the mail, such as the name of the person whose telephone is being tapped, the name of the confidential informant or the person upon whom a mail cover has been placed, is also regularly indexed and filed alphabetically in the proper place. If any information is desired concerning a certain individual, it would be obtained by searching the regular index.

Mr. E. A. Tamm pointed out that in some instances it may be necessary and desirable to make a definite check of wire taps which have been placed by the Bureau and also a check to determine the confidential informants used by the Bureau, that if such a file was not maintained, the securing of such information would be exceedingly difficult, if not impossible. The Conference therefore recommends that the indexing of wire-tapping and confidential informants be continued. The Conference unanimously recommends the discontinuance of the indexing of "Mail Cover."

Subject to your approval, there is attached hereto a memorandum to Mr. Laughlin concerning this matter.

Respectfully,
For the Conference

Clyde Tolson
Chairman

NOTATION

RECORDED

O.K.

JEE

W. R. Glavin
Secretary

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 33,013
DATE 7/10/90 BY SP5C/ams

TOLSON

TAMM

GLAVIN

66-4584-1609

March 13, 1939

MEMORANDUM FOR THE DIRECTOR

The^o Executive Conference, consisting of Messrs. Nathan, E. A. Tamm, Clegg, Quinn Tamm, and Glavin, considered a suggestion submitted by Special Agent Harold L. Scott of the Kansas City Office to the effect that the Bureau consider the desirability of securing photographs from all Agent personnel at stated intervals throughout their terms of service so that up-to-date photographs would at all times be in the Bureau files.

Agent Scott points out that he believes such up-to-date photographs would be of particular value in connection with an accident or drowning in which the body of an Agent has disappeared and the only way to identify him by persons last seeing him who did not know him personally would be by a photograph, as it would be the most accurate and accepted means of identification.

The Conference is of the opinion that this suggestion contains much merit and recommends that the policy be established of securing up-to-date photographs of all Agent personnel once every three years. It recommends further that the instructions which will go forward to the field in the event its recommendation is approved by you contain the proviso that the photographs submitted must have been taken within 90 days.

If you approve, appropriate instructions will be issued in this regard.

Respectfully,
For the Conference

Clyde Tolson
Chairman

RECORDED

W. R. Glavin
Secretary

66-25541-1609X

FEDERAL BUREAU OF INVESTIGATION	
APR 4 1939	
U. S. DEPARTMENT OF JUSTICE	
TOLSON	GLAVIN
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ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/10/90 BY SP5C/LMS

ORIGINAL FILED IN 66-1734-5855X

March 14, 1939

EAT:HA

MEMORANDUM FOR THE DIRECTOR

0.

The Executive Conference considered the attached draft of a proposed section to be included in the next Bureau Bulletin to the field entitled "Apprehensions of Subjects of Interdivision Identification Bulletins" and was unanimously in favor of the submission of these instructions to the field.

Those in attendance at the Conference were Messrs. Nathan, Glavin, Quinn Tamm and E. A. Tamm.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Mr. Tolson
Mr. Nathan
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Crowl
Mr. Egan
Mr. Foxworth
Mr. Glavin
Mr. Harbo
Mr. Lester
Mr. McIntire
Mr. Nichols
Mr. Quinn Tamm
Mr. Tracy
Miss Gandy

RECORDED

66-2554-1609X
FEDERAL BUREAU OF INVESTIGATION
U. S. DEPARTMENT OF JUSTICE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 7/16/90 BY SP5C110ms

TOLESON NAME GRT. CLE. BOYER

ORIGINAL FILED IN 62-122-498X

WRG:MTS

March 15, 1939.

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, consisting of Messrs. Nathan, E. A. Tamm, Clegg, Quinn Tamm, and Glavin, has considered the desirability of securing electric typewriters for use in the typing section of the Identification Division for the purpose of preparing duplicator masters.

It was pointed out to the Conference that the electric machine can be rapidly operated, is rapid and accurate in cutting stencils for mimeographing, and produces approximately twenty clear copies in one run. A report had been received from the typing section of the Identification Division that it is particularly adapted for cutting stencils and gives a clearer and more uniform stencil than is possible with other machines. It was determined that the vendor of this machine, the International Business Machines Corporation, rents the machines at the rate of \$10 a month. The Identification Division recommended that ten such machines be rented for a period of three months, beginning April 1, 1939, to definitely determine whether they would be an improvement over the present typing methods.

It was pointed out to the assembled Conference that under the decision of the Acting Comptroller General of the United States vouchers for the payment of either the rental or purchase of such machines would not be approved and therefore no further consideration could be given to the use of such machines. The Conference was in agreement that due to this fact no recommendation should be made for the rental of the machines at the present time.

Respectfully,
For the Conference

RECORDED

Clyde Tolson
Chairman

W. R. Glavin
Secretary

66-2554-1610

GENERAL INVESTIGATION
MAR 20 1939
U. S. DEPT. OF JUSTICE
TOLSON
W. R. GLAVIN
FOUR

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 33,013
DATE 7/6/90 BY SP5C10ms

ORIGINAL FILED IN 66-1631-5679

62-23822-44
QT:APS

March 16, 1939

MEMORANDUM FOR THE DIRECTOR

71
36
The Executives' Conference, Messrs. Nathan, E. A. Tamm, Glavin and Quinn Tamm being present, considered a letter submitted by SAC Peterson in which he stated that Special Agent F. C. Wood had suggested that an additional space be placed on the back of the fingerprint cards supplied by this Bureau, wherein the name of the law enforcement agency which makes the arrest when they do not actually fingerprint the prisoner may be placed, so that they will receive a copy of the criminal record.

The Conference does not believe that any additional information should be requested on the back of the fingerprint card because of the difficulty now encountered in having the cards properly filled out. It was pointed out that this space is not necessary; that the arresting agency can either place its name on the card as being the contributor or simply write on the back of the card a request for a copy of the record.

There is attached hereto a letter addressed to SAC Peterson, advising of this fact.

Respectfully,
For the Conference:

Clyde Tolson, Chairman.

W. R. Glavin, Secretary.

Mr. Tolson _____
Mr. Nathan _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Crowl _____
Mr. Egan _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Harbo _____
Mr. Lester _____
Mr. McIntire _____
Mr. Nichols _____
Mr. Q. Tamm _____
Mr. Tracy _____
Miss Gandy _____

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 33,013
DATE 7/16/96 BY SP3C110MS

RECORDED
&
INDEXED

66-2054-1611

TOLSON

ORIGINAL FILED IN 62-23822-44

WRG:atw

March 9, 1939

MEMORANDUM FOR THE DIRECTOR

The Conference consisting of Messrs. Nathan, E. A. Tamm, Quinn Tamm and Glavin considered a communication received from Special Agent Wilfred R. Lorry dated February 28, 1939, wherein it is suggested that a more liberal use of teletype-writers by Bureau offices be had. Agent Lorry points out that such use is both justifiable and desirable; that when an office wishes to secure information from a local law-enforcement agency, teletypewriter request and reply affords a permanent record and minimizes the possibility of error. Agent Lorry in his communication of reference points out that in some instances, it will not always be advisable to resort to the use of the teletypewriter.

The Conference is of the opinion that no instructions should be forwarded to the field concerning this matter and that undoubtedly teletypewriter service is used between the offices and interested law-enforcement agencies when such is deemed desirable. The Conference further believes that in many instances, telephone communication is much more desirable and satisfactory than teletypewriter communication would be.

For your approval, there is attached hereto a communication to Agent Lorry concerning this matter.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson, Chairman

W. R. Glavin, Secretary

RECORDED

66-554-1612
FEDERAL BUREAU OF INVESTIGATION

MAR 21 1939

U. S. DEPARTMENT OF JUSTICE

TOLSON
TAMM
FOUR

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 7/10/90 BY SP5C110MS

Mr. Tolson
Mr. Nathan
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Crowl
Mr. Dawsey
Mr. Egan
Mr. Foxworth
Mr. Glavin
Mr. Harbo
Mr. Lester
Mr. McIntire
Mr. Nichols
Mr. Quinn Tamm
Mr. Tracy
Miss Gandy

ORIGINAL FILED IN 62-14749-703

WRG:MTS

March 14, 1939

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, consisting of Messrs. Nathan, E. A. Tamm, Clegg, Quinn Tamm, and Glavin, considered a suggestion submitted by SAC Vincent, who advised that Special Agent N. B. Wright had suggested that he believes that by contacting the secretaries to various local bar associations young attorneys who are not making much success in the practice of law from a monetary standpoint might be located and interested in making application with the Bureau for Special Agent positions.

Although not particularly enthusiastic concerning this suggestion, the Conference was of the opinion that these contacts might be made and that some desirable eligibles might be secured through such contacts.

Subject to your approval, there is attached hereto a form letter addressed to the various field divisions concerning this matter and there is also attached a communication addressed to Special Agent N. B. Wright relative to his suggestion.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

RECORDED

66-2554-1613

FEDERAL BUREAU OF INVESTIGATION	
MAR 23 1939	
U. S. DEPARTMENT OF JUSTICE	
TOLSON	CLEGG
GLAVIN	ROSEN

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/10/90 BY SP5CJ/oms

COPY (vft)

HEC:BG

March 16, 1939

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, those present being Messrs. E. A. Tamm, Quinn Tamm, Glavin, Nathan and Clegg, considered the suggestion of Mr. O. H. Bartlett that the Director of Graduates of the FBI National Police Academy indicate the number of the session which the officer attended, that is, whether the first, second or third, etc. session of the Academy. He suggested further that there be indexed in the directory the dates when the various sessions of the Academy were held.

Mr. Clegg pointed out that at the present time there is considerable class spirit among the Associates, but that the general organization of the FBI National Police Academy Associates strives to de-emphasize this division of the Associates and desires that they consider themselves more as a national unit or organization. This, they believe, according to statements made by officers of the Associates, would serve to strengthen the national organization rather than any individual class or faction. It is for this reason that the Executive Conference recommended unfavorably on the suggestion and Mr. Bartlett will be advised accordingly if you approve.

Respectfully,

Clyde Tolson
Chairman

RECORDED

W. R. Glavin
Secretary

cc-Mr. Glavin

66-7554-1614

FEDERAL BUREAU OF INVESTIGATION
MAR 23 1939
U. S. DEPARTMENT OF JUSTICE
TOLSON Tamm Tamm

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 7/10/98 BY SP5C110ms

ORIGINAL FILED IN 1-25-4211

QT:APS

March 13, 1939

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/16/90 BY SP5C110MS

MEMORANDUM FOR THE DIRECTOR

The Executives' Conference, Messrs. E. A. Tamm, Glavin, Nathan and Quinn Tamm being present, considered the suggestion of Mr. Quinn Tamm that in the posting of missing person notices in the files of the Identification Division in the future, no such notice should be posted for a person who has been missing for a period in excess of seven years.

Mr. Quinn Tamm advised the Conference that at the present time the Identification Division posts missing person notices at the requests of relatives. The notice and the possibility of identification are based purely upon the name and description of the individual who is missing. It was pointed out that requests are received from individuals who are desirous of locating their parents and that in some cases the person has been missing for a period of 20 - 25 years. Obviously in a case of this type, the description is of no value. It is not believed that a definite limitation should be placed on the posting of these notices and the 7-year period was recommended with the proviso that in unusual cases where some definite identifying data are furnished which would lend a possibility of making an identification, that the missing person notice would be posted for a longer period.

It was further pointed out that the success of the missing person file, of course, is dependent upon criminal records and the location of any person who is missing is usually effected when the person is arrested. A missing person file is of no value either as a means of interesting identifications or for publication purposes, because of the manner in which the missing persons are located.

Messrs. E. A. Tamm and Glavin were in favor of placing no limitation on the number of years that a person has been missing. Messrs. Nathan and Quinn Tamm believe that no missing person notice should be posted for a person who has been missing for a period in excess of seven years, when such notice consists of a general description. However, missing person notices should be placed where there is some peculiarity or definite information that would lead to a positive identification.

Mr. Tolson _____
Mr. Nathan _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Crowl _____
Mr. Egan _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Harbo _____
Mr. Lester _____
Mr. McIntire _____
Mr. Nichols _____
Mr. Q. Tamm _____
Mr. Tracy _____
Miss Gandy _____

Note:

I agree with
Nathan & Quinn
Tamm.

H.

Respectfully,
For the Conference:

Clyde Tolson, Chairman.

W. R. Glavin, Secretary.

66-2554-1615
FEDERAL BUREAU OF INVESTIGATION
U. S. DEPT. OF JUSTICE
MAR 15 1939
TOLSON
GLAVIN
NATHAN
QUINN TAMM
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ORIGINAL FILED IN 66-2554-1615

WRG:NTS

March 13, 1939

MEMORANDUM FOR THE DIRECTOR

The Conference, consisting of Messrs. Nathan, E. A. Tamm, Quinn Tamm, and Glavin, considered a suggestion submitted by Mr. Coffey that additional information be included on application for appointment blanks so that sufficient informative data may be secured from applicants who are applying for positions in the Technical Laboratory.

The Conference is of the opinion that a special application blank is not necessary for applicants for Laboratory positions and recommends that a committee consisting of Messrs. Clegg, Coffey, and someone from the Chief Clerk's Office meet to revise the present application for appointment form to cover all positions in the Bureau.

Subject to your approval, there is attached hereto a communication addressed to Messrs. Clegg, Coffey, and Crowl concerning this matter.

Respectfully,
For the Conference
RECEIVED

Clyde Tolson
Chairman

W. R. Glavin
Secretary

RECORDED

66-2554-1615X

FEDERAL BUREAU OF INVESTIGATION
MAR 25 1939
U. S. DEPARTMENT OF JUSTICE
TOLSON
TAMM
W. R. GLAVIN

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/10/90 BY SP5C/Loms

ORIGINAL FILED IN 66-2554-1615X

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March 14, 1939

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MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered the attached Bureau Bulletin entitled "Ascertaining Financial Responsibility Investigations" and was unanimously in favor of the submission of this Bulletin to the field.

Those in attendance at the Conference were Messrs. Nathan, Glavin, Quinn Tamm and E. A. Tamm.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Mr. Tolson.....
Mr. Nathan.....
Mr. E. A. Tamm.....
Mr. Clegg.....
Mr. Coffey.....
Mr. Crowl.....
Mr. Egan.....
Mr. Foxworth.....
Mr. Glavin.....
Mr. Harbo.....
Mr. Lester.....
Mr. McIntire.....
Mr. Nichols.....
Mr. Quinn Tamm.....
Mr. Tracy.....
Miss Gandy.....

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/16/90 BY SP3/clm/s

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&
INDEXED

66-2554-1616

FEDERAL BUREAU OF INVESTIGATION
MAR 18 1939
U. S. DEPT. OF JUSTICE

TOLSON Tamm

ORIGINAL FILED IN 66-2265-93-2

HEC:BG

March 11, 1939

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, Messrs. E. A. Tamm, Quinn Tamm and Clegg being present, considered the memorandum prepared by Mr. Clegg recommending committees to aid in the preparations for the Retraining School of the FBI National Police Academy and the Reunion of the FBI NPA Associates.

Those present unanimously approved the recommendations made and, if agreeable to the Director, memoranda are being addressed to the employees suggested, informing them of their designation and instructing them to begin making preparations in keeping with their assignments.

Respectfully,

FOR THE CONFERENCE

Clyde Tolson
Chairman

W. A. Glavin
Secretary

cc-Mr. Glavin

RECORDED
&
INDEXED

66-2554-1617
FEDERAL BUREAU OF INVESTIGATION
MAR 24 1939
U. S. DEPARTMENT OF JUSTICE
TOLSON
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TAMM
GLAVIN

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 303,013
DATE 7/10/90 BY SP5C11Dms

ORIGINAL FILED IN

NHC:RLC

March 16, 1939

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, those present being Messrs. E. A. Tamm, Quinn Tamm, Glavin, Nathan and Clegg, considered the letter from Patrolman Thomas H. Case of the Toledo, Ohio, Police Department, in which attention was called to the fact that the Fraternal Order of Police was sponsoring a fingerprint school in Toledo for the purpose of instructing officers in small towns and communities in the vicinity in the taking and classifying of fingerprints, and in which literature and fingerprint cards were requested.

In view of the fact that Mr. Squires of West Virginia is President of the Fraternal Order of Police and as his attitude toward the Bureau has frequently been critical, it was the unanimous recommendation of the Executive Conference that no assistance be rendered to any school sponsored by this particular organization. If approved by you, a letter will be forwarded to the Chief of Police at Toledo informing him that since he has a representative scheduled to attend the next session of the Police Academy, he might desire to issue instructions that no such school be held until after the return of the Police Academy graduate, at which time the school might be held by the graduate.

If this is approved, letters are being addressed to Patrolman Case and the Chief of Police at Toledo accordingly.

Respectfully,

FOR THE CONFERENCE

Clyde Tolson
Chairman

RECORDED

W. R. Glavin
Secretary

66-2554-1167X

FEDERAL BUREAU OF INVESTIGATION	
APR 18 1939	
U. S. DEPARTMENT OF JUSTICE	
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Mr. Tolson
Mr. Nathan
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Crowl
Mr. Egan
Mr. Foxworth
Mr. Glavin
Mr. Harbo
Mr. Lester
Mr. McIntire
Mr. Nichols
Mr. Quinn Tamm
Mr. Tracy
Miss Gandy

cc: Mr. Glavin.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 7/16/90 BY SP5CJL/MS

ORIGINAL FILED IN 1-16-50-1

JSE:DM

March 20, 1939

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MEMORANDUM FOR THE DIRECTOR

Relative to the attached memorandum submitted by the Executive Conference dated March 17, 1939, and your notation thereon, I beg to advise that I agree wholeheartedly with the Committee. I believe that these records should not be searched or filed, and I think that they should be destroyed.

Respectfully,

J. S. EGAN

RECORDED

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ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 333,013
DATE 7/10/90 BY SP5/clm/s

66-2554-1618

FEDERAL BUREAU OF INVESTIGATION
MAR 24 1939
U. S. DEPARTMENT OF JUSTICE
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66-2554-1618

March 17, 1939

QT:APS

MEMORANDUM FOR THE DIRECTOR

The Executives' Conference, Messrs. Clegg, E. A. Tamm, Nathan, Glavin and Quinn Tamm being present, was advised by Mr. Quinn Tamm that at the present time the Identification Division is receiving copies of criminal records from the Massachusetts, Pennsylvania, Texas and Louisiana State Bureaus.

It was further pointed out that these copies of criminal records are sent to the Bureau in the same manner in which the Bureau transmits copies of follow-up records to departments which have submitted previous fingerprint cards for the Bureau's files. Mr. Tamm advised that these records serve no purpose in the files of the Identification Division in that in most instances they only quote information which has been previously furnished from the Bureau's files. Any additional arrests which may be reflected by these records are, of course, unsupported by fingerprints in the Identification Division and are of no value. Any additional dispositions reflected on records received from the State Bureaus cannot be quoted in the Bureau's records because of the fact that they are not transmitted by the contributor of the fingerprints. In addition, the handling of these records, the searching of the name and the filing in the jacket involves a great deal of clerical effort on the part of the Identification Division.

The Conference was unanimous in recommending that these records not be searched or filed in the jackets in the Identification Division, but rather be destroyed upon receipt.

Respectfully,
For the Conference:

Clyde Tolson, Chairman.

RECORDED

W. R. Glavin, Secretary

66-2554-1616

FEDERAL BUREAU OF INVESTIGATION
MAR 22 1939
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NATHAN
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YERGEN</

COPY (vft)

EAT:HA

March 16, 1939

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered the attached Bureau Bulletin entitled "Rebates, 'Kickbacks,' Compelling Return of Compensation for Public Work, et cetera (62-00)" and was unanimously in favor of the submission of this Bulletin to the field.

Those in attendance were Messrs. Nathan, Clegg, Glavin and Tamm.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. E. Glavin
Secretary

Notation: O.K. H.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/16/90 BY SP5/10ms

RECORDED

66-2554-1619

FEDERAL BUREAU OF INVESTIGATION	
MAR 24 1939	
U. S. DEPARTMENT OF JUSTICE	
TOLSON	TAMM

ORIGINAL FILED IN 66-2554-86-2

HHC:ES

March 21, 1939

MEMORANDUM FOR THE DIRECTOR

Copy

The Executive Conference, Messrs. Tolson, Nathan, E. A. Tamm, Quinn Tamm, and Clegg being present, considered the suggestion of Special Agent in Charge Newman that the instructions to keep the principal name of a title up to date on assignment cards would not save time in the field because of the requirement that files be examined anyway when the monthly administrative report is corrected.

The Conference felt, however, that the rule as it now exists should be continued, since Inspectors, Special Agents in Charge, and Agents who have occasion to refer to assignment cards would be able to identify the case by the correct title instead of by a title which was long since obsolete. It was also believed this was a better practice, as it tended to bring about accuracy in the maintenance of administrative records. It was pointed out that some offices do prepare the administrative report titles from assignment cards. The present rule, therefore, the Conference believes should be continued.

If approved, a letter is being addressed to SAC Newman accordingly.

Respectfully,
For the Conference

Clyde Tolson, Chairman

RECORDED

W. R. Glavin, Secretary

CC: Mr. Glavin

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/11/90 BY SP5C10MS

HHC

66-2534-1620

FEDERAL BUREAU OF INVESTIGATION	
MAR 25 1939	
U.S. DEPT. OF JUSTICE	
TOLSON	TAMM

66-2534-1620

March 21, 1939

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, Messrs. E. A. Tamm, Quinn Tamm, Glavin, Nathan and Clegg being present, considered the suggestion of Mr. Clegg that from time to time as Mr. Hince and Mr. Clegg are in various parts of the country, they take occasion to make observations of patrol work, both foot patrol and radio car patrol, for a period of approximately one day and under such circumstances that would cause no publicity, embarrassment or official participation by the Bureau in any police activities. It was pointed out that the Bureau needed to develop information on the subject of patrol work since it constituted such a large percentage of the activities of police. Visiting lecturers assigned the subject either know very little about it or mention it so briefly that it does not occupy a satisfactory position in the Bureau's course for the Police Academy.

It was believed that while in the police departments some additional time might be profitably spent inquiring as to any action by those departments in the field of crime prevention and juvenile delinquency. The departments mentioned are those wherein the Bureau has a graduate of the Police Academy and where it is believed that valuable information might be received. They are as follows:

Newark, N. J., Police Department
 Wilmington, Del., Police Department
 Cincinnati, Ohio, Police Department
 Memphis, Tenn., Police Department
 Jacksonville, Fla., Police Department
 Cleveland, Ohio, Police Department
 Montgomery, Ala., Police Department
 Nassau County, New York, Police Department
 Ohio Highway Patrol
 Arkansas State Police
 Texas State Police

RECORDED

The Conference approved this recommendation.

Respectfully,

Glyde Tolson
 Chairman

66-2554-16201

FEDERAL BUREAU OF INVESTIGATION
 APR 3 1939
 U. S. DEPARTMENT OF JUSTICE

TOLSON
 GLAVIN
 SECRETARY

ALL INFORMATION CONTAINED
 HEREIN IS UNCLASSIFIED 393,013
 DATE 7/10/90 BY SP5C/10ms

cc-Mr. Glavin

ORIGINAL FILED IN 1-40-1

C O P Y (gmr)

HN:CSH

FEDERAL BUREAU OF INVESTIGATION

WASHINGTON, D. C.

March 17, 1939

MEMORANDUM FOR THE DIRECTOR

K
This morning the Executives Conference, consisting of Messrs. Tolson, E. Tamm, Q. Tamm, Clegg, Glavin and Nathan, considered the suggestion of Mr. Coffey, referred to in the attached memoranda from him to the effect that the Laboratory secure from current members of the National Police Academy and new Agent training classes specified specimens of handwriting in order that a study may be made based upon a comprehensive submission of specimens in regulated form. The purpose is to elicit information which will indicate the proportionate number of times, based upon the size of the collection, certain peculiarities in forming letters occur. This information could be used in court to considerable advantage in explaining that the study had been made and that the percentage figures had been definitely ascertained.

The committee unanimously decided in favor of the suggestion.

Respectfully,
For the Conference,

Clyde Tolson, Chairman

W. R. Glavin, Secretary

Notation:

I will approve this but it does seem to me that if we have time & energy for this kind of a student survey we might devote it to better advantage in securing personnel for & developing more pressing projects in our Laboratory. We certainly need a larger & better qualified staff on current work & I have not yet seen any real successful effort made along this line which must or should be more pressing than this rather chimerical project suggested here.

JEH

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 223,013
DATE 7/10/90 BY SP5C/MDMS

66-2554-1621
FEDERAL BUREAU OF INVESTIGATION

MAR 27 1939

U. S. DEPARTMENT OF JUSTICE

RECORDED
INDEXED
MAR 27 1939
U. S. DEPARTMENT OF JUSTICE
LAB.

COPY (vft)

WRG:MTS

March 13, 1939

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, consisting of Messrs. Nathan, E. A. Tamm, Clegg, Quinn Tamm, and Glavin, considered a suggestion contained in the report of the first semi-annual clerical conference of the Salt Lake City Office for the year 1939, to the effect that the Bureau furnish all field offices with punched second sheets for reports. It was pointed out that the first sheets of investigative reports are already punched when received by the offices, but that since the thin white sheets are not, this entails considerable work which could be lessened if done mechanically at the time the paper is packed.

The Conference is of the opinion that the second sheets should not be punched and is of the further opinion that the punching of the first sheets should be discontinued. It was brought out by several members of the Conference that more time is wasted in properly stacking sheets already punched than would be consumed if the sheets, after assembling, were punched before being placed in the files.

Subject to your approval, there is attached hereto a communication addressed to the Salt Lake City Office concerning this matter and a memorandum to the Chief Clerk relative to the discontinuance of the punching of the first pages.

Respectfully,
For the Conference

Clyde Tolson
Chairman

RECORDED

W. R. Glavin
Secretary

66-2554-16
FEDERAL BUREAU OF INVESTIGATION
MAY 28 1966
U. S. DEPARTMENT OF JUSTICE
TOLSON
TAMM
LOU

March 12, 1939

QT:APS

MEMORANDUM FOR THE DIRECTOR

5/1
The Executives' Conference, Messrs. Nathan, E. A. Tamm, Glavin and Quinn Tamm being present, considered the suggestion submitted by Mr. Quinn Tamm for a proposed change in the manner of handling fingerprint inquiries in the Identification Division.

The proposed change will involve the use of a permanent docket sheet in the jacket, such docket sheet to consist of a duplicator master so arranged that when a current fingerprint card is received, the only typing necessary will be the typing of the current fingerprint card to the bottom of the duplicator sheet, after which all necessary copies of the record will be run off on a duplicator machine. In connection with this change in installation of the permanent docket sheet, it is also proposed that all of the prints in a fingerprint jacket, instead of being held together with an ordinary paper clip, be permanently bound by an acco fastener.

The purpose of these two steps is to eliminate several of the checks which are presently being made in the Identification Division on the accuracy of any particular record. At the present time when a current fingerprint card is identified with a previous record, and the jacket or complete record is withdrawn from the file, it is first checked by a current work checker as to the accuracy of each of the notations of arrests in the jacket, purely from the clerical standpoint. Then, all the fingerprint cards contained in the jacket are compared with the current arrest card as a check again to be certain that each one of the fingerprint cards pertains to the same individual. After this check has been made, the record is transmitted to the Typing Section where again the contents of the jacket are checked by an assembly typist who prepares a work sheet and finally the record is typed by a regular typist. After the typing of the record, the complete jacket and record are transmitted to the Reading Room, where it is again checked by the reader.

Under the proposed system, the only check of the fingerprint card will be the current card against the top card in the jacket. The current work clerical check will be eliminated as will the verifying or checking of all fingerprint cards in the jacket. The work of the assembly typists will be eliminated.

Mr. Tolson _____
Mr. Nathan _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Crowl _____
Mr. Egan _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Harbo _____
Mr. Lester _____
Mr. McIntire _____
Mr. Nichols _____
Mr. Q. Tamm _____
Mr. Tracy _____
Miss Gandy _____

ORIGINAL FILED IN 66-1631-5754X

RECORDED

66-2554-1622X
JUN 13 1939
FEDERAL BUREAU OF INVESTIGATION
U.S. DEPARTMENT OF JUSTICE
TOLSON
NATHAN
E. A. TAMM
CUNNINGHAM
CLARK

D
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 393,013
DATE 7/10/96 BY SP5CJ/10MS

Director

#2

3/14/39

the additional record will only be added to the bottom of the permanent docket sheet. The work of the Reading Room will be materially reduced.

It is pointed out that this proposed change will involve for a period of time additional work in the Identification Division and will not begin to show results until a period of about three years has elapsed because of the fact that a person whose record reflects an arrest as of today will at that time have a permanent docket sheet made for his particular record. Subsequently, he must again be arrested before the benefit of the permanent docket sheet will take effect.

On the basis of previous experience in the Identification Division in the preparing of certain types of records, it has been found that it takes from three to five years to materially change the type of correspondence sheet in use. The proposed system would not be placed in effect on all types of records because of the fact that it does for a period of time constitute a duplication of work. Under the suggestion as submitted by Mr. Tamm, the records contained in jackets having ten or more prints would be placed on duplicator masters for a period of about three months. After these have been materially absorbed, then records containing nine or more fingerprint cards and so on until this type of docket sheet has been placed in all of the jackets.

A further phase of this proposed change will be the elimination of the withdrawal of the master fingerprint cards from the Technical Section. At the present time when a current fingerprint card is identified with a master card in file, the master is charged out, that is, withdrawn from file and the charge out card placed in the file. Under the proposed change, the fingerprint man on the cabinet will simply write the FBI number in the place provided for it on the current arrest card, and send the current card without the master through to the Assembly Section for the complete record. This will eliminate the necessity of making charge out cards and of refiling the masters.

Mr. Tolson _____
Mr. Nathan _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Crowl _____
Mr. Egan _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Harbo _____
Mr. Lester _____
Mr. McIntire _____
Mr. Nichols _____
Mr. Q. Tamm _____
Mr. Tracy _____
Miss Gandy _____

Director

#3

3/14/39

It is believed that the combination of these three suggestions over a period of approximately three years will reduce the work of the Identification Division and the personnel necessary approximately 25%. Under this plan, it is the belief of the Conference that after the results begin to show effect, the Identification Division will be able to absorb more work without additional personnel.

The Conference was unanimously in favor of adopting the plan as suggested.

Respectfully,
For the Conference:

Clyde Tolson, Chairman.

H. R. Glavin, Secretary.

Mr. Tolson _____
Mr. Nathan _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Crowl _____
Mr. Egan _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Harbo _____
Mr. Lester _____
Mr. McIntire _____
Mr. Nichols _____
Mr. Q. Tamm _____
Mr. Tracy _____
Miss Gandy _____

March 22, 1939

EAT:HA

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered the attached Bureau Bulletin entitled "Obtaining Civil Service Photostats in War Risk Insurance Cases (Instructions - Sec. 22)" and was unanimously in favor of the submission of this Bulletin to the field.

Those in attendance were Messrs. Tolson, Nathan, Clegg, Glavin, Quinn Tamm and E. A. Tamm.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Mr. Tolson
Mr. Nathan
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Crowl
Mr. Egan
Mr. Foxworth
Mr. Glavin
Mr. Ladd
Mr. Lester
Mr. McIntire
Mr. Nichols
Mr. Quinn Tamm
Mr. Tracy
Miss Gandy

RECORDED

66-2554-1623

FEDERAL BUREAU OF INVESTIGATION
MAR 28 1939
U. S. DEPARTMENT OF JUSTICE

TOLSON TAMM FOUR

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,03
DATE 7/16/90 BY SP5CJ/MS

ORIGINAL FILED IN 82-1-993

RECEIVED

March 23, 1939

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, consisting of Messrs. E. A. Tamm, Nathan, Quinn Tamm, and Glavin, considered a revised application form recommended for adoption by a committee consisting of Messrs. Clegg, Coffey, and Crowl, this application form to include certain pertinent data relative to Laboratory Technician applicants.

The changes were brought to the attention of the Conference, which unanimously approves all changes suggested. The Conference was advised that there are on hand at the present time application blanks in sufficient number to last for approximately three months, and the revised application blank will be requisitioned upon the depletion of our present supply if approved by you.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

RECORDED

66-2554-1623X

FEDERAL BUREAU OF INVESTIGATION
MAR 15 1939
U. S. DEPARTMENT OF JUSTICE
TOLSON TAMM

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 333,013
DATE 7/10/90 BY SP5CJ/MS

X-1635-11-188 IN FIELD TYPING

67
MHG:DLS

March 21, 1939

MEMORANDUM FOR THE DIRECTOR

There is attached a revised application form for your examination, the adoption of which is respectfully recommended by the undersigned committee.

Respectfully,

H. H. Clegg

E. P. Coffey

A. H. Crowl

Enclosure
1

RECORDED

FEDERAL BUREAU OF INVESTIGATION
APR 21 1939
U. S. DEPARTMENT OF JUSTICE
TULSA CHACON

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/10/90 BY SP5CJ/MS

HHC:BG

March 18, 1939

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, those present being Messrs. Tolson, Glavin, E. A. Tamm, Quinn Tamm, Nathan and Clegg, considered the suggestion of SAC Soucy of the Birmingham office that there be recorded statistical information showing the number of cases received and closed, month by month, at each field office so that there might be established by the Bureau an interesting figure on the total number of cases which can be handled by a Special Agent of the Bureau during the course of a year. He believes that this will aid further in determining the real volume of work handled by Special Agents and field offices.

The Executive Conference was unanimously opposed to this suggestion due to the fact that this would require the compiling of statistical information as to the total number of cases handled by the Bureau and when this information was compared with the number of convictions or successful prosecutions, it might lead to erroneous conclusions. So much explanatory data, therefore, would be required to point out that so many of the cases were concerned with civil suits and in so many other cases it was established by the Special Agents there was no violation involved over which this Bureau has jurisdiction, that the comparative figures would require this explanation and might be misconstrued by those who did not study any explanations of this type. It was further felt that there was no need for the statistical information suggested by Mr. Soucy.

If this is approved, Mr. Soucy is being advised of the disposition of his suggestion.

Respectfully,

FOR THE CONFERENCE

Clyde Tolson
Chairman

T. R. Glavin
Secretary

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,603
DATE 7/16/90 BY SP5C/10MS

cc-Mr. Glavin

66-7554-1624

SEARCHED	INDEXED
SERIALIZED	FILED
MAR 21 1939	
FBI - BIRMINGHAM	

ORIGINAL FILED IN 66-7554-1624

HHC:BG

March 18, 1939

MEMORANDUM FOR THE DIRECTOR

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/10/90 BY SP5C/DM5

Fire Arms Training - Done

The Executive Conference, Messrs. Tolson, Glavin, E. A. Tamm, Quinn Tamm, Nathan and Clegg being present, considered the inquiry of SAC Rutzen of the Milwaukee office relative to sending Special Agents of the Milwaukee office to the outdoor firearms range. It was a practice of Special Agent in Charge Sackett to accompany the two groups of Agents on both days they took training. Mr. Rutzen thought it would be agreeable to assign Special Agent Melvin, No. 1 man, to take charge of one of the groups. The Executive Conference recommended as follows:

That the Special Agents in Charge personally accompany and supervise all outdoor firearms training of Agents under their supervision, with the exception that on those occasions when two different dates are used for firearms training, it will be agreeable for those firearms instructors who have been approved as such by the Bureau to handle one of the two groups of Agents, with the Agent in Charge handling the other group. It was believed that no No. 1 man or Agent other than the Agent in Charge and the qualified instructors should be permitted to perform these duties.

The instructors who have been approved are as follows: (the list includes both those now located in Washington and in the field)

T. F. Baughman	A. F. Gleason
J. E. Brennan	Kenneth Logan
D. A. Bryce	I. E. Nitschke
C. G. Campbell	J. W. Vincent
R. G. Danner	Walter Walsh
E. C. Dorris	E. C. Janig
W. H. Espey	Percy Wyly
G. H. Franklin	

RECORDED
&
INDEXED

If this is approved, there is attached hereto a letter to Agent in Charge Rutzen, as well as a bulletin to the field accordingly.

S M

Respectfully,
FOR THE CONFERENCE

Clyde Tolson
Chairman

cc-Mr. Glavin

FEDERAL BUREAU OF INVESTIGATION

MAR 21 1939

DEPARTMENT OF JUSTICE

TOLSON
GLAVIN
CLEGG
WATSON

E. A. Glavin
Secretary

ORIGINAL FILED IN 16-376C-2323

March 21, 1939

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, Messrs. Tolson, Nathan, E. A. Tamm, Quinn Tamm, and Clegg being present, considered the suggestion from the Portland office that all reports in the Mattson Case be cross indexed by file and serial number to facilitate location of reference reports. Due to the large volume of serials, which are in excess of 11,000 in this office, the Executive Conference was of the opinion that this might well be done in all future instances but this procedure should be limited to the Portland office.

The suggestion was also made that in investigative reports where process has been issued, a form similar to the old-fashioned docket sheet be inserted in the file. The Conference has previously been opposed to suggestions of this type, feeling that the clerical detail involved in the preparation of these forms in the vast majority of cases is unnecessary and the form would serve practically no purpose in the vast majority of cases. The Conference unanimously opposed this suggestion.

If approved, the field office is being advised accordingly.

Respectfully,
For the Conference

Clyde Tolson, Chairman

RECORDED

W. R. Glavin, Secretary

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/16/90 BY SP5C/Loms

Mr. Tolson
Mr. Nathan
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Crowl
Mr. Hawsey
Mr. Egan
Mr. Foxworth
Mr. Glavin
Mr. Harbo
Mr. Lister
Mr. McGuire
Mr. Nichols
Mr. Quinn Tamm
Mr. Tracy
Miss Gandy

CC: Mr. Glavin

66-2554-1625

FEDERAL BUREAU OF INVESTIGATION

MAR 29 1939

U. S. DEPARTMENT OF JUSTICE

Tolson

ORIGINAL FILED IN 1-27-30-32

HHC:ES

March 21, 1939

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, Messrs. Tolson, Nathan, E. A. Tamm, Quinn Tamm, and Clegg being present, considered the submission by Special Agent in Charge Peterson of a requisition form to be used by clerical employees in ordering supplies issued weekly.

The Executive Conference unanimously opposed the use of this form, believing that it merely creates another form. It is a very small job for the clerical employee who issues supplies to go to each clerical employee once each week and make a brief pencil notation as to the supplies needed and then fill these requests informally without the preparation of such forms, and it is believed that this is a better system than the preparation of a formal requisition form for use in the Bureau's field offices.

If this is approved, Special Agent in Charge Peterson will be advised accordingly.

Respectfully,
For the Conference

Glyde Tolson, Chairman

W. R. Glavin, Secretary

RECORDED

66-2554-1626

FEDERAL BUREAU OF INVESTIGATION
MAR 30 1939
U. S. DEPARTMENT OF JUSTICE
TOLSON
TAMM
FOUR

Mr. Tolson.....
Mr. Nathan.....
Mr. E. A. Tamm.....
Mr. Clegg.....
Mr. Coffey.....
Mr. Crowl.....
Mr. Dawsey.....
Mr. Egan.....
Mr. Foxworth.....
Mr. Glavin.....
Mr. Harbo.....
Mr. Lester.....
Mr. McIntire.....
Mr. Nichols.....
Mr. Quinn Tamm.....
Mr. Tracy.....
Miss Gandy.....

Mr. Glavin

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/10/96 BY SP5cdm/s

ORIGINAL FILED IN 66-166-2696

JOHN EDGAR HOOVER
DIRECTOR

Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.

March 28, 1939

QT:APS

MEMORANDUM FOR THE DIRECTOR

The Executives' Conference, Messrs. Nathan, Clegg, Glavin, Tolson, E. A. Tamm and Quinn Tamm being present, was advised that the personnel of the Identification Division is desirous of hearing a talk by Mr. E. P. Coffey on the identification bureaus which he saw during his European trip.

Mr. Coffey has agreed to give such a lecture, if you approve. The proposed lecture would be held on April 12th at 8:00 PM in Training School #1 and would be purely voluntary on the part of the Identification Division employees.

The Identification Division desires to submit to the employees a floater, advising of this lecture and requesting advice as to how many persons would be in attendance.

The Conference believes this lecture should be given in Training School #1.

Respectfully,
For the Conference:

Glyde Tolson, Chairman

W. R. Glavin, Secretary

RECORDED

66-2554-1627	
FEDERAL BUREAU OF INVESTIGATION	
MAR 30 1939	
U. S. DEPARTMENT OF JUSTICE	
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ALICE	GET. GARDY
FOUR	NICHOLS
IDENT.	IDENT.

ALL INFORMATION CONTAINED
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DATE 7/16/90 BY SP5C110mS

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RECORDED COPY FILED IN 66-1631-5692

HHC:ES

March 21, 1939

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered the memorandum prepared by Mr. Harbo in which he recommended against the setting forth in the Uniform Crime Reports Bulletin information which would encourage the making of comparisons between the efficiency or alleged efficiency of the police departments. It appears that Mr. Bruce Smith had opposed the setting forth of the crime rate rather than the total volume of crime in order to eliminate as much as possible this type of comparison. The printing of population figures, geographical areas and the division of the population groups into colored and juvenile types would contribute to what Mr. Harbo considers an undesirable situation.

Although the Executive Conference recognizes that statistical information is quite largely for comparative purposes, it agrees with Mr. Harbo at the present time that no further immediate action should be taken to formulate the comparison between cities, which creates criticism and jealousy.

Those present were Messrs. Tolson, Nathan, E. A. Tamm, Quinn Tamm, and Clegg.

Respectfully,
For the Conference

Glyde Tolson, Chairman

RECORDED

W. R. Glavin, Secretary

FEDERAL BUREAU OF INVESTIGATION

MAR 30 1939

U. S. DEPT. OF JUSTICE

TOLSON
GLAVIN
TAMM
TOUR
MAY 1 1939

CC: Mr. Glavin

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/10/90 BY SP5C11om3

Mr. Tolson.....
Mr. Nathan.....
Mr. E. A. Tamm.....
Mr. Clegg.....
Mr. Coffey.....
Mr. Crowl.....
Mr. Dawsey.....
Mr. Egan.....
Mr. Foxworth.....
Mr. Glavin.....
Mr. Harbo.....
Mr. Lester.....
Mr. McIntire.....
Mr. Nichols.....
Mr. Quinn Tamm.....
Mr. Tracy.....
Miss Gandy.....

ORIGINAL FILED IN 63-1-17806

WRG:atw

March 24, 1939

MEMORANDUM FOR THE DIRECTOR

The Conference consisting of Messrs. Nathan, E. A. Tamm, Quinn Tamm and Glavin considered a communication received from Special Agent in Charge Andersen of the Little Rock Office requesting authority to destroy a number of circular letters which had been forwarded to the postmasters requesting information for the use of the Little Rock Office in preparing its addressograph and regular mailing list.

The Conference unanimously recommends that authority be granted not only to SAC Andersen at the Little Rock Office, but to all field offices, to destroy such communications after they have been returned to the Bureau field offices and are of no further use.

Subject to your approval, there is attached hereto a communication addressed to Mr. Andersen concerning this matter and also a form letter to all field offices.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

RECORDED
&
INDEXED

Mr. Tolson.....
Mr. Nathan.....
Mr. E. A. Tamm.....
Mr. Clegg.....
Mr. Coffey.....
Mr. Crowl.....
Mr. Dawsey.....
Mr. Egan.....
Mr. Foxworth.....
Mr. Glavin.....
Mr. Harbo.....
Mr. Lester.....
Mr. McIntire.....
Mr. Nichols.....
Mr. Quinn Tamm.....
Mr. Tracy.....
Miss Gandy.....

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/16/96 BY SP5C110ms

66-2554-1628X

SEARCHED	INDEXED
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APR 12 1939	
FBI - LITTLE ROCK	

Tolson
Glavin
Harbo
Lester
McIntire
Nichols
Quinn Tamm
Tracy
Gandy

March 24, 1939

EAT:HA

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered the attached Bureau Bulletin entitled "Investigations in Canada and Mexico (R. R. Sec. 6)" and was unanimously in favor of the submission of this Bulletin to the field.

Those in attendance were Messrs. Tolson, Nathan, Clegg, Glavin, Quinn Tamm and E. A. Tamm.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Mr. Tolson
Mr. Nathan
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Crowl
Mr. Egan
Mr. Foxworth
Mr. Glavin
Mr. Harbo
Mr. Lester
Mr. Quinn Tamm
Mr. Nichols
Mr. Tracy
Miss Gandy

RECORDED

66-2554-1628 X1

MAY 4 1939

U. S. DEPT. OF JUSTICE

TOLSON
C. L. GLAVIN
W. R. GLAVIN
J. E. CONNELLEY
J. P. MURPHY
J. H. WATSON

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 393,013
DATE 7/16/90 BY SP5CJL/MS

ORIGINAL FILED IN 66-2554-1628 X1

March 28, 1939

CT:APS

MEMORANDUM FOR THE DIRECTOR

The Executives' Conference, Messrs. Nathan, Clegg, Glavin, Tolson, E. A. Tamm and Quinn Tamm being present, was advised that in the past the policy has been to publish in the FBI Law Enforcement Bulletin 12 pages of wanted notices in each month's issue. A situation has arisen in the Identification Division at the present time that there are not enough active wanted notices of the type published in the bulletin to fill 12 pages.

The Conference believes that rather than take the risk of publishing old wanted notices which have been in the file for a long period of time, it would be advisable at this time to limit the publication to as many pages - not less than 8 - as the Identification Division can conveniently fill with current outstanding wanted notices.

If you approve, such instructions will be issued to the Identification Division.

Respectfully,
For the Conference:

Clyde Tolson, Chairman

W. R. Glavin, Secretary

RECORDED

66-2554-1629

FEDERAL BUREAU OF INVESTIGATION
MAR 31 1939
U. S. DEPARTMENT OF JUSTICE
TOLSON TAMM FOUR

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 7/16/90 BY SP5c/l.p.m.s

Tolson _____
Nathan _____
E. A. Tamm _____
Clegg _____
 Coffey _____
Crowl _____
Egan _____
Foxworth _____
Glavin _____
Harbo _____
Lester _____
McIntire _____
Nichols _____
Q. Tamm _____
Tracy _____
Gandy _____

ORIGINAL FILED IN 66-2554-1629

March 29, 1939

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 3/10/90 BY SP5CJL/mjs

MEMORANDUM FOR THE DIRECTOR

Reference is made to your memorandum dated March 17, 1939, in which you request that a study be made of the desirability of establishing a branch Technical Laboratory of the Bureau in some other section of the country, perhaps in the West. The Committee, consisting of Messrs. Egan, E. A. Tamm, Coffey, and Clegg, considered this matter and first noted the following advantages and disadvantages of establishing such a branch laboratory:

Advantages:

(1) The nearness to the places of trial will make more personnel hours time available because of the saving in travel time of the experts.

(2) The additional laboratory will provide an increased service to the police and will result in an increased volume of work for the general benefit of law enforcement.

(3) It will bring the laboratory near enough to the various police agencies in order to get quicker results.

(4) It will permit the laboratory to be so located as to get better and fresher specimens for examinations, leading to more accurate technical bases for conclusions.

(5) The branch laboratory will make possible if the Bureau in the future desires to do so some aid at the scene of the crime by technicians from the laboratory and by laboratory equipment. This of course will involve a change in the policy generally but might be considered as a future general advantage to law enforcement. In Bureau cases, however, this service would be made more available immediately.

RECORDED & INDEXED

(6) The establishment of the laboratory would eliminate some of the presently existing private "experts" and quacks, for it is noted particularly that on the West Coast there are a number of private alleged technical experts, such as Luke May, Carl Hennrich, Clark Sellers, et al, who are expanding into this field and it is understood are charging rather high fees.

ORIGINAL FILED IN 70-11-334841

66-2554-1629X

TOLSON
TRACY
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Clegg
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Gandy

March 29, 1939

(7) This laboratory will make unnecessary the establishment of many local, zone, or state laboratories which in general are less efficient, and would make one laboratory located at a proper place in the West serve the purpose of several state laboratories and therefore reduce the total general expenditure to the citizens for such an establishment.

(8) The branch laboratory established in the West it is believed will develop additional good will for the FBI.

(9) The presence of the laboratory and its experts will tend to improve police investigative work generally.

(10) Additional services can be rendered to police training schools due to the presence of technical experts who will be available to aid in the training of local, county, and state officers.

Disadvantages:

(1) Supervision will be more remote than is the case where the laboratory is operated in Washington where administrative officials of the FBI are located.

(2) It will require an inspector-type of supervision and control, and the scarcity of such employees constitutes a disadvantage.

(3) It will be necessary to train some additional laboratory technicians adding thereby to the increased cost of operation.

(4) There is a remote danger of developing a "little FBI" which due to the remoteness of supervision could get out of control.

Need for Such a Laboratory:

An analysis was made as to the volume of crime east of the Mississippi as compared to that west of the Mississippi based on Uniform Crime Reports. The tabulated list is as follows:

	<u>Crime</u>		<u>Actual Laboratory Work</u>	
	East	West	East	West
Murder	2,388	908	70.8	29.2
Manslaughter	2,248	571		
Rape	3,796	1,390		
Robbery	26,746	10,278		
Aggravated assault	22,185	5,554		
Burglary	118,187	62,496		
Larceny-theft	273,420	179,506		
Auto Theft	64,004	40,089		

March 29, 1939

An analysis of actual laboratory work received from all sources in Washington indicates that 70.8% is received from points east of the Mississippi and 29.2% is received from points west of the Mississippi River. An additional break up of the quantity of work shows that 19.7% originates from the West Coast and in the Rocky Mountain region. Based upon general observation of the volume of crime in the present laboratory, recognizing also that the establishment of a laboratory on the West Coast would increase the volume of work appreciably within a short time, it was a speculative conclusion of the Committee that it would require that the laboratory in the West would perform within a reasonable time approximately 35% of the volume of the work presently being handled by the laboratory in Washington.

Approximate Cost of Operation:Equipment

Based upon the costs for equipment presently in the Technical Laboratory in Washington and the needs for duplicating in part this equipment in a branch laboratory on the West Coast, it was estimated that the total cost of initial needs for equipment would be \$70,000.

Salaries for Personnel

It is estimated that it will require the following employees to be assigned immediately to a branch laboratory on the West Coast:

Inspector in Charge	\$6500
Laboratory or Technical Chief	\$5000
Firearms Section, including one principal expert and one assistant	\$9000
Chemistry Section, one principal expert	\$4000
Micro-analytical Section, one principal expert	\$4000
Document Section, two principal experts and two assistants	\$13000

March 29, 1939

Photography Section, one expert	\$2600
Sound, electrical and radio expert	\$3800
Clerical assistants, including one secretary-stenographer, two clerks, and one attendant- messenger	\$6000
TOTAL	<u>\$54500</u>

It is recognized, however, that there will be a decreased number of technicians in the Washington laboratory because of the establishment of this branch, and there will of necessity be a replacement in the lower salary scale for training purposes during the first year.

Rent

Estimated needs: 6,000 square feet	\$12,000
Maintenance, Obsolescence, and Replacements	7,500
Travel Expenses	10,000

It should be noted that laboratory experts from Washington are likewise making expenditures for travel. The shorter distances due to having two laboratories will reduce the travel cost, while on the other hand the increased volume of work will tend to increase it, so this figure is in fact a variable amount.

Recapitulation of Costs:

Equipment	\$70,000
Salaries	54,500
Rent	12,000
Maintenance, Obsolescence, and Replacements	7,500
Travel	<u>10,000</u>
TOTAL COST FOR FIRST YEAR	<u>\$154,000</u>

March 29, 1939

On the same basis, since the equipment will not have to be duplicated each year, the cost of annual operation would be \$84,000, which would be expected to be increased progressively with increased work. It is fair to assume that within twelve months' time an estimate of the annual cost of operation would be \$100,000 per annum.

Location of the Branch Laboratory

The Committee was unanimously in favor of such a laboratory being located at San Francisco for the following reasons:

(1) The greatest volume of work along the West Coast is from Seattle to Los Angeles, and San Francisco is centrally located in this region.

(2) The amount of competition, which in fact reflects the need for this sort of work, is greater on the West Coast than any other area west of the Mississippi River. This competition refers to the work of May and Sells, as well as state and municipal laboratories.

(3) The population is greater on the West Coast than in the Denver and Salt Lake City region.

(4) Transportation by air and train is better on the West Coast than it is in the interior regions west of the Mississippi.

(5) There is not in the immediate vicinity of San Francisco a sparsely settled area similar to that around Denver and Salt Lake City, and this metropolitan area would make San Francisco a more desirable point.

(6) The fact that San Francisco is a metropolitan area surrounded by factory plants and sources of equipment and supplies for emergency needs makes it an advantageous point.

Personnel

The Committee recognizes that the selection of the Inspector in Charge, who should be a combination of salesman and policy man, is a difficult problem. However, the Committee considered the names of Inspector Foxworth, Special Agent in Charge Pieper, L. A. Hince, Quinn Tamm, and Special Agent D. M. Ladd, and Inspector Lester. It may be possible for Mr. Coffey to go to the West Coast to open this laboratory and remain in charge for several months until it is on a well-established basis, during which time a suitable

March 29, 1939

employees can be found and trained to take over the position of Technical Chief of the Laboratory. The ^{immediate} need of an Inspector in Charge is not so apparent in view of Mr. Coffey's ground work in laboratory practices. The remaining expert personnel would be transferred from the present laboratory in Washington. This would leave in Washington an ample technically trained staff. The experts going to the West Coast laboratory, however, would have to be replaced by new men to receive training as apprentices until they have reached a satisfactory standard of proficiency, and these trainees could then be assigned to work in the two laboratories as their services were needed.

Conclusions

It was the unanimous recommendation of this Committee that a branch of the Technical Laboratory be established in San Francisco, California. It is estimated that the first year the cost of operation and purchase of permanent equipment would be \$154,000, and within a year's time a possible annual cost of operation would be \$100,000. The Committee was advised that technically qualified personnel is now available to do the work in this laboratory without serious impairment of the Bureau's work.

Respectfully,

J. S. Egan

E. A. Tamm

E. P. Coffey

H. H. Clegg

CT:APS
32-16546-1707

March 30, 1939

MEMORANDUM FOR THE DIRECTOR

The Executives' Conference, Messrs. Tolson, Clegg, E. A. Tamm, Nathan, Glavin and Quinn Tamm being present, considered the suggestion submitted by SAC Ladd to the effect that the Bureau issue a small card containing the impression of the right index finger of the person, reflecting the fact that this individual has his fingerprints on file in this Bureau's personal identification files, the small card to serve as a means of identification.

The Conference was unanimous in opposing this suggestion, pointing out that this would form the basis for an individual to function as an impersonator or to be granted certain concessions by law enforcement agencies and the like.

There is attached hereto a letter, for your approval, so informing SAC Ladd.

Respectfully,
For the Conference:

Clyde Tolson, Chairman

W. R. Glavin, Secretary

Mr. Tolson _____
Mr. Nathan _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Crowl _____
Mr. Egan _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Harbo _____
Mr. Lester _____
Mr. McIntire _____
Mr. Nichols _____
Mr. R. Tamm _____
Mr. Tracy _____
Miss Gandy _____

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/10/90 BY SP5C110MS

RECORDED

66-2554-1630

FEDERAL BUREAU OF INVESTIGATION
APR 3 1939
U. S. DEPARTMENT OF JUSTICE

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ORIGINAL FILED IN 32-16546-1707

HN:CSH

March 29, 1939

MEMORANDUM FOR THE DIRECTOR

The Executives Conference, consisting of Messrs. Tolson, E. A. Tamm, Quinn Tamm, Glavin and Nathan, this morning considered the suggestion of Mr. Coffey, contained in the attached memorandum of March 27th, to the effect that a form letter be sent to contributors inquiring whether the Laboratory need continue to maintain in its files ammunition specimens from unsolved cases. Mr. Coffey points out that undoubtedly there are a number of specimens now in this file which have ceased to become valuable evidence.

The Conference felt that a number of the cases in which the Laboratory possesses specimens have been disposed of, and that the Laboratory's collection might well be made more selective by the disposition of evidence which now serves no useful purpose.

The Conference was unanimous in this opinion and there is attached, for signature if approved, a proposed form letter to be sent to contributors in this connection.

Respectfully,
For the Conference,

Clyde Tolson, Chairman

W. E. Glavin, Secretary

Mr. Tolson _____
Mr. Nathan _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Crowl _____
Mr. Egan _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Harbo _____
Mr. Lester _____
Mr. McIntire _____
Mr. Nichols _____
Mr. Q. Tamm _____
Mr. Tracy _____
Miss Gandy _____

RECORDED

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/16/90 BY SP5/oms

ORIGINAL FILED IN 80-14-1099

March 29, 1939

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, consisting of Messrs. Nathan, Tolson, E. A. Tamm, Clegg, Quinn Tamm, and Glavin, considered a memorandum submitted by Mr. Laughlin, wherein it is indicated that it has been the practice in the past to indicate on index cards prepared as cross references on the names of individuals, companies, et cetera, the office of origin. Mr. Laughlin points out that if John Smith was interviewed in Seattle, Washington, in connection with a bankruptcy case originating in New York City, the index card would indicate under his name, John Smith, "See the particular file," and the notation, New York City.

It was pointed out that the notation of the office of origin appears to serve no useful purpose. It results in an erroneous impression being gained from a review of the index cards, inasmuch as any person noting the card of John Smith and seeing the notation, New York City, would assume he was located in New York City, inasmuch as the case in which he was involved originated at that point.

Mrs. Conover, the Supervisor of the Recording Unit, suggested that it would be better to note on the index cards the location of the person interviewed rather than the office of origin. The Conference is of the opinion that the place of interview would be much more desirable than the office of origin and recommends that Mrs. Conover's suggestion in this regard be approved. It further suggests that in preparing these cross reference index cards in the future the typist include with the entry a small "r" which will be a flag to the person examining the index card that the city shown thereon is the city of residence and not the office of origin.

Subject to your approval, there is attaching hereto a memorandum to Mr. Laughlin on this subject, together with a communication to Mrs. Conover concerning her suggestion.

RECORDED
&
INDEXED

Respectfully,
For the Conference

Clyde Tolson
Chairman

66-2554-1632

FEDERAL BUREAU OF INVESTIGATION
APR 5 1939
U. S. DEPARTMENT OF JUSTICE
W. R. Glavin
Secretary

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/10/90 BY SP5C110MS

ORIGINAL FILED IN 66-2554-1632

March 29, 1939

GT:APS

MEMORANDUM FOR THE DIRECTOR

The Executives' Conference, Messrs. Nathan, Glavin, E. A. Tamm and Quinn Tamm being present, considered the problem of duplicate prints being present in the personal identification files of the Identification Division.

The Conference was advised that as many as four or five copies of an individual's prints may be found in the personal identification files and that in the future the filing of these cards will present a problem both in the space that they absorb and a problem of handling additional copies of the prints as they are received.

The Conference was of the opinion that when a duplicate copy of a person's fingerprints is received for the personal identification files that these fingerprints should be returned to the contributor with a letter informing them that only one copy is necessary for purposes of identification and that the most recent or best copy is being maintained in the Bureau's files.

There is attached hereto for your approval such a form letter.

Respectfully,
For the Conference:

Clyde Tolson, Chairman

W. R. Glavin, Secretary

Mr. Tolson _____
Mr. Nathan _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Crowl _____
Mr. Egan _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Harbo _____
Mr. Lester _____
Mr. McIntire _____
Mr. Nichols _____
Mr. Q. Tamm _____
Mr. Tracy _____
Miss Gandy _____

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ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/16/90 BY SP5C110MS

66-2554-7633

FEDERAL BUREAU OF INVESTIGATION
APR 5 1939
U. S. DEPT. OF JUSTICE
TOLSON
NATHAN
IDENT.
CLARK
TRACY

WRG:atw

March 24, 1939

MEMORANDUM FOR THE DIRECTOR

The Conference consisting of Messrs. Nathan, E. A. Tamm, Quinn Tamm and Glavin considered a memorandum submitted for the Director by Mr. Egan regarding a suggestion made by Special Agent W. L. Thompson of the Atlanta Office to Mr. Egan that no Agent in the service be made an Agent in Charge unless he has had five years of satisfactory investigative experience and further that he be at least thirty-five years of age.

The Conference is of the opinion that no such standard should be set up for the position of Special Agent in Charge and that each Agent be considered an individual case when his name is advanced for greater responsibility. The Conference recommends unfavorably as to Special Agent W. L. Thompson's suggestion.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

RECORDED
&
INDEXED

66-2554-1634

FEDERAL BUREAU OF INVESTIGATION
APR 1 1939
U. S. DEPARTMENT OF JUSTICE
Tolson Egan Glavin Ladd Nichols Quinn Tamm Tracy Harbo Mohr Tele. Rm. Director's Sec'y

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/10/90 BY SP5C110MS

*attn: Mr. Tolson
*Special Agent in Charge
to Mr. Tolson*

*66-2554-1634
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| Tolson | _____ |
| Nathan | _____ |
| E. A. Tamm | _____ |
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| Quinn Tamm | _____ |
| Tracy | _____ |
| Gandy | _____ |

March 28, 1939

CT:APS

MEMORANDUM FOR THE DIRECTOR

The Executives' Conference, Messrs. Nathan, Clegg, Glavin, Tolson, E. A. Tamm and Quinn Tamm being present, considered the previous recommendation of Mr. Quinn Tamm that the applicant prints be removed from the criminal files and that the Bureau maintain two separate fingerprint files, one, a criminal file, and the other, a non-criminal file.

They also considered a memorandum of Mr. Egan in which he outlined the fact that he was heartily in accord with Mr. Quinn Tamm's recommendation and suggested a manner of handling this change. Mr. Egan recommends that commencing on a certain date, for example, April 3rd, that the Identification Division no longer file applicant prints in the criminal files but commence filing them in the personal identification files; in addition, that the applicant cards presently in the criminal files be removed at the rate of 100 or 200 per day, dependent upon the condition of the work; that these cards be routed to the Card Index Section where the index cards will be withdrawn, then placed in the personal identification index files and the applicant prints will be filed in the personal identification files in the Technical Section.

The Conference was unanimous in recommending that this procedure be adopted.

Respectfully,
For the Conference:

RECORDED

Clyde Tolson, Chairman

W. R. Glavin, Secretary

66-2554-1636

APR 5 1939
U. S. DEPT. OF JUSTICE

TOLSON
NATHAN
IDENT.
TAMM
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ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/16/96 BY SP5C110ms

Mr. Tolson _____
Mr. Nathan _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Crowl _____
Mr. Egan _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Harbo _____
Mr. Lester _____
Mr. McIntire _____
Mr. Nichols _____
Mr. Q. Tamm _____
Mr. Tracy _____
Miss Gandy _____

ORIGINAL FILED IN 32-16546-1712

QT:APS

March 29, 1939

MEMORANDUM FOR THE DIRECTOR

Em. 0
The Executives' Conference, Messrs. Nathan, Glavin, Tolson, E. A. Tamm and Quinn Tamm being present, considered the suggestion submitted by Mr. Harold T. Durkin of the Identification Division that in the future the Bureau not quote on criminal records missing person notices which are being maintained on the basis of a possible identification by name and description.

It was pointed out that in the recent quoting of such a notice on a criminal record with regard to an applicant print, the applicant stated he was not the missing person whose record had been quoted.

The Conference was unanimous in agreeing that such missing person notices should not be quoted in the future, and if you approve, instructions will be issued to the Identification Division to that effect.

Respectfully,
For the Conference:

Clyde Tolson, Chairman

E. R. Glavin, Secretary

Mr. Tolson _____
Mr. Nathan _____
Mr. E. A. Tamm _____
Mr. Glavin _____
Mr. Coffey _____
Mr. Crowl _____
Mr. Egan _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Harbo _____
Mr. Lester _____
Mr. McIntire _____
Mr. Nichols _____
Mr. Q. Tamm _____
Mr. Tracy _____
Miss Gandy _____

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/10/90 BY SP5C/10ms

RECORDED

66-2554-1636
FEDERAL BUREAU OF INVESTIGATION
APR 6 1939
U. S. DEPARTMENT OF JUSTICE
TOLSON NATHAN QUINN TAMM
CLINT UNIT

March 29, 1939

QT:APS

MEMORANDUM FOR THE DIRECTOR

The Executives' Conference, Messrs. Nathan, Glegg, Glavin, Tolson, E. A. Tamm and Quinn Tamm being present, considered a request from the Identification Officer, Sheriff's Office, Fredonia, Kansas, that he be furnished with some advice on the setting up of a fingerprint file.

The Conference believes that this is a contact which should be handled by an Agent and recommends that Special Agent L. V. Boardman, who is presently in the Kansas City office, be designated to contact this identification officer and assist him in the setting up of his fingerprint file.

There is attached hereto for your approval a letter to the Sheriff's Office, Fredonia, Kansas, advising that office of the above and a letter to the Kansas City Field Division.

Respectfully,
For the Conference:

Clyde Tolson, Chairman

W. R. Glavin, Secretary

Mr. Tolson _____
Mr. Nathan _____
Mr. E. A. Tamm _____
Mr. Glegg _____
Mr. Coffey _____
Mr. Crowl _____
Mr. Egan _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Harbo _____
Mr. Lester _____
Mr. McIntire _____
Mr. Nichols _____
Mr. Q. Tamm _____
Mr. Tracy _____
Miss Gandy _____

RECORDED

66-2554-1637

FEDERAL BUREAU OF INVESTIGATION
APR 3 1939
U. S. DEPARTMENT OF JUSTICE
TOLSON
GLAVIN
TRACY

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7/16/90 BY SP5/clm/s

ORIGINAL FILED IN 62-53444-3

HHC:ES

March 30, 1939

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, Messrs. Tolson, Nathan, E. A. Tamm, Quinn Tamm, and Clegg being present, considered the inquiry of Special Agent in Charge S. K. McKee as to whether the instruction that all dry firing should be under the supervision exclusively of Special Agents in Charge or firearms instructors from the Seat of Government likewise applied to the regular monthly actual firing of thirty rounds by each Agent with the pistol.

The Conference was of the opinion that this instruction did not apply to the regular firing of pistols at monthly practice for five months of the year. These Agents are instructed that they may fire these shots at Resident Agency headquarters or in travel status at any place where they may acquire the use of a firearms range. If this is approved, Mr. McKee is being advised accordingly.

Respectfully,
For the Conference

Clyde Tolson, Chairman

W. R. Glavin, Secretary

CC: Mr. Glavin

RECORDED

66-2554-16378

FEDERAL BUREAU OF INVESTIGATION
APR 11 1939
U. S. DEPARTMENT OF JUSTICE
TOLSON TAMM FOUR

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,073
DATE 7/10/90 BY SP5C/10m3

ORIGINAL FILED IN 66-2554-16378

MHC:ES

March 30, 1939

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered the memorandum prepared by Mr. Clegg covering the report prepared by Mr. Cushman on The Conference on Police Training.

All the members of the Conference had this report by Mr. Cushman routed to them for detailed study, and the changes as now noted in the report and as covered in Mr. Clegg's memorandum were approved with the exception of certain phraseology appearing on page 10, which was amended for the sake of clarity.

If this is approved, there is attached hereto a letter addressed to Mr. Cushman returning his original draft, together with an explanation of the suggested changes.

Respectfully,
For the Conference

Clyde Tolson, Chairman

W. R. Glavin, Secretary

CC: Mr. Glavin

RECORDED
&
INDEXED

66-2554-1637X1

FEDERAL BUREAU OF INVESTIGATION
MAY 15 1939
U. S. DEPARTMENT OF JUSTICE
TOLSON CLEGG GLAVIN LADD

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 303,013
DATE 7/10/90 BY SP5C/LMS

ORIGINAL FILED IN 1-18-45

LHC:BG

February 1939

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, those present being Messrs. E. A. Tamm, Quinn Tamm, Glavin, Nathan and Glegg, considered the recommendation of Mr. Coffey that three schools consisting of eleven to twelve men each be held so that those attending might receive additional training in the handling of sound equipment. The selections for the first, second and third classes were made from a list of Special Agents furnished by Special Agents in Charge who, it was believed, had a special background or interest in this type of work.

There is attached hereto a proposed schedule for this type of class which would call for each of these schools to last for a period of ten days from 9:00 A.M. to 9:00 P.M., except Sundays. It was recommended that these schools be held on the following dates:

First School - May 1 - May 11
Second School - May 14 - May 25
Third School - May 29 - June 8

If this is approved, the Chief Clerk's office will issue instructions for calling these classes into session.

Respectfully,

RECORDED

Clyde Tolson
Chairman

T. R. Glavin
Secretary

66-2554-1638

FEDERAL BUREAU OF INVESTIGATION	
APR 12 1939	
U. S. DEPARTMENT OF JUSTICE	
✓ TOLSON	✓ TAMM

cc-Mr. Glavin

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 1323.013
DATE 7/16/90 BY SP5C:10MS

ORIGINAL FILED IN 1-42-1

HHC:RLC

April 1, 1939

MEMORANDUM FOR THE DIRECTOR

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/10/90 BY SP5C/lyg

The Executive Conference, Messrs. Tolson, Glavin, Nathan, E. A. Tamm and Quinn Tamm being present, considered the memorandum prepared by Mr. Baughman as follows:

1. Concerning the relative merit of ammunition for the 30'06 rifle, the usual type being used by the Bureau is known as M1 and will fire a greater distance than the M2 cartridge which has a weaker charge. Both cartridges, however, fire accurately beyond 200 yards, the maximum distance at which these weapons are used by the Bureau and Mr. Baughman points out that either type of ammunition would be satisfactory for use by the Bureau.

Special Agent in Charge Sears called attention to the fact that the M2 ammunition has less "kick" or recoil and also is not as erosive and destructive to the barrel as the M1 ammunition. Mr. Baughman agreed with these observations.

Mr. Glavin pointed out that one or two offices have been supplied with some M2 ammunition, but most of them had the M1 type, and either type, he believed, was entirely satisfactory. If this is approved, SAC Sears will be informed accordingly. A letter for this purpose has been prepared.

2. Inquiry was made of Mr. Baughman regarding the new weapons, rifle and machine gun, demonstrated at Quantico about which there was considerable publicity, particularly concerning the semi-automatic rifle invented by Captain Johnston of the Marine Corps Reserve. Mr. Baughman has not seen this weapon. He has heard it is an excellent weapon with plenty of advantages, but believes it is not in production anywhere at this time.

The Executive Conference believed it would be well for Mr. Baughman to obtain a demonstration and examine the merits of this rifle so that if it has greater advantages, as it might be found to have, replacement of the thirty calibre rifles now owned by the Bureau might be made with this weapon, if the facts justify.

It was recommended, therefore, that Mr. Baughman be designated to study this weapon and to make tests with it for this purpose. If approved, a memorandum is being prepared to Mr. Baughman accordingly.

Respectfully
For the Conference

Clyde Tolson
Chairman

66-2554-1639

W. J. Glavin
Secretary

APR 14 1939

RECORDED

INDEXED

66-3760-3513

ORIGINAL FILED IN

Enclosures

CC: Mr. Glavin

ERG:LM

April 7, 1939

MEMORANDUM FOR THE DIRECTOR

Executive Conference, consisting of Messrs. Nathan, Tamm, Quinn Tamm, and Glavin, considered a suggestion submitted by Robert W. Held, stenographer of the Cleveland Office, concerning the maintenance of requisition work sheet for expendable supplies in the various field offices. Submitted with this suggestion copies of a mimeographed form presently used by the Cleveland Office for the requisition of such supplies.

After a review of the requisition work sheet, it is the opinion of the Conference that it is nothing more than a perpetual inventory used for expendable supplies. The Conference is of the further opinion that such an inventory record, or work book, as it is labeled by Mr. Held, is unnecessary, as in the average field office the stock on hand can be very easily determined without recourse to amounts used during any period.

The Conference therefore recommends unfavorably as to the adoption of this suggestion and there is attached hereto a communication to Stenographer Held, together with one to the Special Agent in Charge at Cleveland concerning the maintenance of such a record.

Respectfully,
For the Conference

RECORDED

Clyde Tolson
Chairman

W. R. Glavin
Secretary

66-2554-1639X

FEDERAL BUREAU OF INVESTIGATION
APR 18 1939
U. S. DEPARTMENT OF JUSTICE
TOLSON
GLAVIN
FOLE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/10/90 BY SP5C/IDMS

ORIGINAL FILED IN 66-2554-1639

FEDERAL BUREAU OF INVESTIGATION

WASHINGTON, D. C.

WT:APS

April 11, 1939.

MEMORANDUM FOR THE DIRECTOR

The Executives' Conference, Messrs. Tolson, Nathan, E. A. Tamm, Glavin, Hince and Quinn Tamm being present, considered the attached letter to all SACs, advising them that care must be taken in the handling of bogus checks and similar documents submitted in Impersonation and Confidence Game cases. These checks are treated in the laboratory for latent fingerprints and considerable difficulty has been encountered because of the fact that appropriate care has not been taken in the field.

The Conference recommends that this letter be transmitted to the field.

Respectfully,
for the Conference:

Clyde Tolson, Chairman.

O.K. - J.E.H.

W. H. Glavin, Secretary.

ORIGINAL FILED IN 65-2554-1639

RECORDED

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 393,013
DATE 7/10/90 BY SP5/CLM/MS

65-2554-1639

FEDERAL BUREAU OF INVESTIGATION
APR 28 1939
U. S. DEPARTMENT OF JUSTICE
TOLSON LAB. TAMM

April 10, 1939

QT:APS

MEMORANDUM FOR THE DIRECTOR

The Executives' Conference, Messrs. Tolson, Nathan, Hince, E. A. Tamm, Glavin and Quinn Tamm being present, considered a proposed form letter for use in the Recording Section of the Identification Division.

This form letter is necessary so that contributors to the Identification Division will submit their fingerprint records on the appropriate type of card. The form letter, however, does set out the new policy with regard to filing of applicant cards in civil fingerprint files.

The Conference believes that this is a suitable form letter and an appropriate manner of advising the contributors of the Bureau's new policy. If approved, a sufficient supply of these form letters will be obtained.

Respectfully,
For the Conference:

Clyde Tolson, Chairman

W. R. Glavin, Secretary

Mr. Tolson _____
Mr. Nathan _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Crowl _____
Mr. Egan _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Harbo _____
Mr. Lester _____
Mr. McIntire _____
Mr. Nichols _____
Mr. Q. Tamm _____

RECORDED

66-2554-163181

FEDERAL BUREAU OF INVESTIGATION	
APR 18 1939	
U. S. DEPT. OF JUSTICE	RECEIVED
TOLSON	TAMM

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 7/10/90 BY SP5CJ/DMs

ORIGINAL FILED IN 32-16546-

EAT:JW

April 7, 1939

MEMORANDUM FOR THE DIRECTOR

Re: APPREHENSION OF SUBJECTS OF
INTERDIVISION IDENTIFICATION
BULLETINS

The executive conference composed of Messrs. Nathan,
Glavin and E. A. Tamm considered and unanimously approved the
attached Bulletin for issuance to the field.

Respectfully,
For the Conference

Clyde Tolson
Chairman

K. R. Glavin
Secretary

RECORDED

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/16/90 BY SP5C110ms

66-2554-1639X2

FEDERAL BUREAU OF INVESTIGATION
APR 26 1939
U. S. DEPARTMENT OF JUSTICE
TOLSON TAMM FOUR

ORIGINAL FILED IN 62-122-495X1

LAH:RLC

April 10, 1939

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, those present being Messrs. Tolson, Glavin, Nathan, E. A. Tamm, Quinn Tamm and Hince, considered the suggestion of Special Agent W. L. Thompson that the Bureau furnish to each field office a copy of a book entitled "Defending and Prosecuting Federal Criminal Cases".

This book was examined in the Training Division and it appears to deal almost completely with trial matters and prosecutive procedure. It is noted that the foreword was written by former Judge Martin T. Manton.

The Conference unanimously agreed that this book would serve no useful purpose in each field office.

If approved, a letter is being addressed to Special Agent Thompson, accordingly.

Respectfully
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Enclosure

CC: Mr. Glavin.

RECORDED

66-2554-1640
FEDERAL BUREAU OF INVESTIGATION
APR 15 1939
U. S. DEPARTMENT OF JUSTICE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/10/96 BY SP5C/LDMs

ORIGINAL FILED IN 94-4-2869-1

April 11, 1939

MEMORANDUM FOR THE DIRECTOR

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The Executive Conference, consisting of Messrs. Nathan, E. A. Tamm, Quinn Tamm, Clegg, and Glavin, considered the securing of fog lights for field use. It will be recalled that the Bureau has in the past approved the installation of such lights on a representative number of cars in each field division, it being the desire of the Bureau to secure all possible information concerning fog lights so that the best light available could be secured on a countrywide basis for field use.

With this thought in mind, contact was made by the New York Office and by Mr. Glavin with representatives of the N.E.M.A. Light and Signal Group of New York City. This Light and Signal Group is the official testing agency for various commercial concerns and state and city governments relative to fog lights. Mr. Richard S. Armstrong personally discussed this matter with Mr. Glavin and has furnished a representative list of fog lights which are approved under the specifications issued by the Commonwealth of Pennsylvania. For the information of the Director, the specifications issued by the Commonwealth of Pennsylvania are the most rigid in the country today according to Mr. Armstrong of the Light and Signal Group. He has furnished the Bureau with a sample set of specifications covering such lights.

It was pointed out to the Conference that it was the recommendation of Mr. Armstrong that two lights be installed on each car on which fog lights are to be installed, that it makes no difference as to whether the lenses are crystal, yellow, or amber, it being pointed out that it is the method of attaching the lights on the car and the quality of the light and reflector which determine its usefulness in penetrating fog. It is the understanding of the Conference that if lights are improperly mounted, the rays striking a fog bank reflect immediately back into the eyes of the driver; that there is a little less diffusion of light with an amber lens; however, there is not sufficient advantage to consider the yellow or amber over the plain crystal lens. It was further pointed out to the Conference that it was the recommendation of Mr. Armstrong that none of the small lights be considered, but that they be comparable with lights approved by the Commonwealth of Pennsylvania.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/10/96 BY SP5C110MS

RECORDED

FEDERAL BUREAU OF INVESTIGATION

MAY 31 1939

TOLSON

H. C. FORD

H. C. FORD

U. S. DEPT. OF JUSTICE

211-6-1128

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ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/10/90 BY SP5C110MS

MEMORANDUM FOR THE DIRECTOR

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ORIGINAL FILED IN

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LAT:ML

April 11, 1939

RECOMMENDATIONS FOR THE EXECUTIVE

The Executive Conference considered the question raised by Mr. Coffey as to whether the Bureau should make arrangements through Mr. J. E. Brandon, Vice President of the English-Sickford Company, to obtain data concerning the theft of explosives occurring in various sections of the country. The Executive Conference was of the unanimous opinion that data of this kind would be of virtually no value either to the Investigative Division or the Laboratory and consequently see no purpose in perfecting arrangements whereby these data will be furnished to the Bureau. It is to be pointed out that since it appears that the Institute of Experts of Explosives maintains data concerning all thefts and losses, this information is sufficient for the Bureau to enable it to contact the Institute on any occasion when the Bureau has interest in a case of this kind.

Those in attendance at the Conference were Messrs. Nathan, Tolson, Glavin, C. Tamm, Hince and E. A. Tamm.

Respectfully,
For the Conference

Glyde Tolson, Chairman

E. A. Glavin, Secretary

RECORDED

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 333,013
DATE 7/10/90 BY SP5CJH/MS

66-2554-1642

APR 17 1939
U. S. DEPARTMENT OF JUSTICE
TOLSON
GLAVIN
NEASE
ROSEN

ORIGINAL FILED IN 66-2554-1642

April 11, 1939

QT:APS

MEMORANDUM FOR THE DIRECTOR

The Executives' Conference, Messrs. E. A. Tamm, Glavin, Nathan and Quinn Tamm being present, considered a request from the Rocky Mount, North Carolina Police Department that a fugitive presently wanted by them for murder be published in the May issue of the FBI Law Enforcement Bulletin. It is further noted that this particular fugitive is also the subject of a Bureau UNLAWFUL FLIGHT TO AVOID PROSECUTION case.

The Conference believes that this wanted notice should be published, carrying the notice that this individual is wanted by both the Bureau and the local police department. The Conference believes that this will be an additional means of cooperating with local law enforcement agencies and will not work in any manner to the detriment of the Bureau.

The Conference also recommends that in the future in UNLAWFUL FLIGHT cases, both the Bureau and the local law enforcement agency be carried as the wanting agencies.

Respectfully,
For the Conference:

Clyde Tolson, Chairman

W. H. Glavin, Secretary

RECORDED

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 32203
DATE 7/10/90 BY SP5CJ/DM5

Mr. Tolson _____
Mr. Nathan _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Crowl _____
Mr. Egan _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Harbo _____
Mr. Lester _____
Mr. McIntire _____
Mr. Nichols _____
Mr. Q. Tamm _____
Mr. Tracy _____
Miss Gandy _____

66-2554-164
FEDERAL BUREAU OF INVESTIGATION
APR 15 1939
U. S. DEPARTMENT OF JUSTICE
TOLSON
TAMM
FOUR

ORIGINAL FILED IN 94-3-1-3-3

April 11, 1939

Requests have been received from the various field offices to equip 87 Bureau automobiles with fog lights up to the present time. This would necessitate the purchase of at least 174 fog lights and it is believed that an additional supply of at least 26 should be purchased for equipping additional automobiles as necessary. It would therefore be necessary to purchase 200 fog lights. From information the Bureau has been able to secure from manufacturers of these lights, the purchase price will run from \$6.00 to \$12 per lamp. The total cost of the 200 lamps will not exceed \$2,400.

It is the recommendation of the Conference that when funds are available bids be secured on fog lights which meet the specifications supplied by the M.E.M.A. Light and Signal Group.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

QT:APS

April 5, 1939

MEMORANDUM FOR THE DIRECTOR

The Executives' Conference, Messrs. E. A. Tamm, Nathan, Glavin and Quinn Tamm being present, considered a letter submitted by Mr. R. P. Burruss, Jr., Posting Section, in which he suggests certain changes in the procedure in the Identification Division.

Mr. Burruss first suggested that arresting agencies not submit fingerprint cards for each arrest made by them of an individual but rather to submit disposition sheets on additional arrests. This is directly contrary to the practice presently in use in the Bureau and the Conference believes it advisable to have a set of fingerprints for each particular offense for which an individual is arrested.

Mr. Burruss suggested that on each communication emanating from the Identification Division the fingerprint classification be included. The Conference points out that this would place a great burden on the Identification Division Typing Section and the Bureau has previously received a similar suggestion which was reported on unfavorably.

It is further suggested that in handling the current work in the Identification Division the institution prints should not be recorded on the first two days of the week but rather should be saved and searched during the latter part of the week when the flow of work was not so heavy. This suggestion has previously been submitted and it is the belief of the Conference that such a segregation of prints would not be advisable.

Mr. Burruss suggested that the Bureau make arrangements to have all persons admitted to Veterans' hospitals for hospitalization fingerprinted at the time they enter the hospital. The Conference believes that if such a suggestion was submitted by the Bureau to the Veterans' Administration, it would result in a great deal of criticism and hard feeling by all veterans' organizations. If you approve, there is a letter attached hereto, addressed to Mr. Burruss.

RECORDED & INDEXED
Respectfully,

For the Conference

Clyde Tolson, Chairman

W. E. Glavin, Secretary

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/16/90 BY SP5C110ms

Mr. Tolson _____
Mr. Nathan _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Crowl _____
Mr. Egan _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Harbo _____
Mr. Lester _____
Mr. McIntire _____
Mr. Nichols _____
Mr. Q. Tamm _____
Mr. Tracy _____
Miss Gandy _____

ORIGINAL FILED IN 66-2554-1644

HEC:BG

May 6, 1939

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, Messrs. Tolson, Glavin, Nathan, E. A. Tamm, Quinn Tamm and Clegg being present, considered the situation wherein Mr. J. C. Stone of Orlando, Florida, a graduate of the FBI National Police Academy, is considering applying for the position of United States Deputy Marshal.

The Conference was of the opinion that the Bureau should not take the initiative in recommending graduates of the Police Academy for the position of United States Marshal or Deputy United States Marshal, but following their application for such position when the Bureau is requested to make an investigation of the applicant that a communication should be forwarded to the appropriate official of the Department, advising of the record of the graduate while attending the FBI National Police Academy and showing the scope, extent and nature of the training which he has received.

If this is approved, the Miami office is being advised accordingly and there has also been prepared a memorandum for the Investigative Division for this purpose.

Respectfully,

FOR THE CONFERENCE

Clyde Tolson
Chairman

RECORDED

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 333,013
DATE 3/10/90 BY SP5C/LMS

W. R. Glavin
Secretary

66-2554-1644X

FEDERAL BUREAU OF INVESTIGATION	
MAY 18 1939	
U. S. DEPARTMENT OF JUSTICE	
TOLSON	QUINN TAMM
FOUR	

cc-Mr. Glavin

ORIGINAL FILED IN 66-2554-1644X

April 12, 1939

QT:APS

MEMORANDUM FOR THE DIRECTOR

The Executives' Conference, Messrs. Nathan, E. A. Tamm, Glavin and Quinn Tamm being present, considered the suggestion submitted by Messrs. John J. Gleason, Jr. and Horace S. Hallett of the Identification Division, in which they suggest a change in the manner of handling researches of Bureau fugitives prior to the issuance of an Identification Order.

The Conference does not believe that the adoption of this suggestion is advisable, pointing out that the suggestion contemplates the Fugitive Supervisor telephoning the Identification Division at the time the issuance of an Identification Order is contemplated, at which time the Supervisor will furnish a list of all names and aliases so that a complete research of the files may be made. This action would be taken upon the receipt of a letter from the field, requesting the issuance of an Identification Order. It would require a complete review of the files by the Fugitive Supervisor which is similar to the review presently made during the preparation of the actual draft of the Identification Order.

It is pointed out further that in the usual routine the actual draft is prepared and submitted to the Identification Division within five days after the receipt of a request from the field division and the possibility exists that the wanted research would not be completed by the time the draft is ready. The suggestion would entail additional work and is not believed advisable.

If you approve, there are attached letters addressed to Messrs. Gleason and Hallett, advising them of the above.

Mr. Tolson _____
Mr. Nathan _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Crowl _____
Mr. Egan _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Harbo _____
Mr. Lester _____
Mr. McIntire _____
Mr. Nichols _____
Mr. Q. Tamm _____
Mr. Tracy _____
Miss Gandy _____

Respectfully,
For the Conference:

RECORDED

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INDEXED

Glyde Tolson, Chairman

H. R. Glavin, Secretary

66-7554-1645
FEDERAL BUREAU OF INVESTIGATION
APR 15 1939
U. S. DEPARTMENT OF JUSTICE
TOLSON
H. R. Glavin

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/10/90 BY SP5C/10m3

ORIGINAL FILED IN 66-7554-1645

Q
QT:APS

April 11, 1939

MEMORANDUM FOR THE DIRECTOR

The Executives' Conference, Messrs. Tolson, E. A. Tamm, Glavin, Nathan, Hince and Quinn Tamm being present, considered the adopted policy in 1935, on recommendation of the Executives' Conference, that in outstanding fugitive cases, copies of the Bureau's Identification Orders be transmitted to Vienna for publication in the International Criminal Police Commission bulletin, which is issued periodically and distributed throughout Europe.

The Conference believes that this should be continued and that the cases to be circularized be determined by the Investigative Unit from time to time. This matter was considered upon the basis of a request from Dr. Dressler, Secretary General of the International Commission of Criminal Police, Vienna, in which a request for 28 copies of the Identification Orders was made.

In the future, if you approve, such Identification Orders will be sent to Vienna for circularization.

Respectfully,
For the Conference:

Clyde Tolson, Chairman

W. E. Glavin, Secretary

RECORDED

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 7/7/96 BY SP3C/MS

66-2554-1646
FEDERAL BUREAU OF INVESTIGATION

APR 20 1939

U. S. DEPARTMENT OF JUSTICE

TOLSON
TAMM
FOIA
IDENT

Mr. Tolson _____
Mr. Nathan _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Crowl _____
Mr. Egan _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Harbo _____
Mr. Lester _____
Mr. McIntire _____
Mr. Nichols _____
Mr. Q. Tamm _____
Mr. Tracy _____
Miss Gandy _____

ORIGINAL FILED IN 94-1-2001-149

HHC:BG

April 24, 1939

MEMORANDUM FOR THE DIRECTOR

W
0
The Executive Conference, those present being Messrs. Tolson, Glavin, Nathan, E. A. Tamm, Quinn Tamm and Clegg, considered the suggestion of Special Agent I. E. Nitschke that in view of the fact that 80,000 rounds of .38 calibre super ammunition - which he considered far in excess of the reserve supply that should be maintained - was on hand, there be devised a specially required course of training with the use of the .38 super ammunition in a .38 calibre super-automatic pistol.

The Conference did not believe that the surplus of ammunition would justify the introduction of a special course of training designed primarily to use up this ammunition. It is already required that training be given to all New Agents with the automatic pistol but otherwise Mr. Nitschke's suggestion was recommended unfavorably and he will be advised accordingly, if approved.

Respectfully,

FOR THE CONFERENCE

Clyde Tolson
Chairman

RECORDED
W. R. Glavin
Secretary

cc-Mr. Glavin

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/10/90 BY SP5/loras

66-2554-1646X

FEDERAL BUREAU OF INVESTIGATION
MAY 3 1939
U. S. DEPARTMENT OF JUSTICE
TOLSON
TAMM
FOUR

ORIGINAL FILED IN 66-2554-1646X

134:100

April 24, 1939

94-1-574-87

94-1-574-87

62-38560-89

62-34250-1775

62-14849-710

MEMORANDUM FOR THE DIRECTOR

Re: Organization of local chapters
of the Associated Police
Communication Officers Association

The Conference consisting of Messrs. Tolson, E. A. Tamm, Quinn Tamm, Glavin, Nathan and Coffey considered the letter of April 14, 1939 from Andrew E. Conner, Lieutenant in Charge of Radio, Maryland State Police, Baltimore, Maryland. The Bureau is invited to participate in the formation of a local chapter of the already organized Associated Police Communication Officers Association. The local chapter is to include the police units of Delaware, Pennsylvania, West Virginia, Virginia, North Carolina and Maryland.

The Conference felt that although no direct benefit would probably be derived from participation in the local organization, nevertheless, it would be desirable for the Bureau to have a hand in the same. If you approve this recommendation there is attached hereto a letter to that effect to Lieutenant Conner designating Mr. Coffey as the representative in this matter.

Respectfully,

C. A. Tolson, Chairman

W. H. Glavin, Secretary

RECORDED

cc - Tolson
Glavin

Enclosure

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/10/90 BY SP5CJ/DMs

FEDERAL BUREAU OF INVESTIGATION

MAY 9 1939

U. S. DEPARTMENT OF JUSTICE

TOLSON

WATSON

FOUR

ORIGINAL FILED IN 94-1-574-87

Mr. Tolson _____
Mr. Nathan _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Egan _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Harbo _____
Mr. Lester _____
Mr. McIntire _____
Mr. Nichols _____
Mr. Q. Tamm _____
Mr. Tracy _____
Miss Gandy _____

RHL:MLJ

April 21, 1939

MEMORANDUM FOR MR. TOLSON

This memorandum is submitted at the request of Miss Gandy concerning the fact that the Executive Conference memorandum of January 3, 1939, is in File 95-0; Serial 33 makes reference to an attached Bureau bulletin and does not have attached to it either the original or a copy of this bulletin.

I am informed by Mr. Seyfarth that it has always been the practice in the Files Section to file all copies of original Bureau bulletins in one file so that should any person desire to review bulletins which have been issued during the past, the same could be easily done.

There is attached hereto one section of File 66-03, for your information concerning the method of filing these original bulletins. In this particular case, there was no error in that a bulletin was not filed with the Executive Conference memorandum since this has been the practice for years past.

If it is desired that bulletins or copies of them be filed with the Executive Conference memorandum, this can be done providing the Executive Conference memorandum can be held until the bulletin has been prepared. As you know, bulletins are issued semi-monthly and the practice has been to file the Executive Conference memorandum approving the bulletin as soon as it has been approved, whereas the original copy of the bulletin is forwarded to the Mechanical Section where it is held and assembled with other bulletins for issue.

It is suggested that the Executive Conference memorandum be held in the Chief Clerk's Office together with a copy of the original bulletin and the same forwarded to the Files Section when the complete bulletin has been prepared and sent out in the Mechanical Section. At the present time the Chief Clerk's Office retains a copy of the original bulletin as a tickler and checks each issue of the printed bulletin to see that all matters have been included.

Respectfully,

R. H. LAUGHLIN

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/10/90 BY SP5C/LMS

FEDERAL BUREAU OF INVESTIGATION

MAY 10 1939

DEPT. OF JUSTICE
TOLSON
CH. CLERK
FILES

ORIGINAL FILED IN 66-2554-1646X2

HHC:BG

April 24, 1939

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, Messrs. Tolson, Glavin, Nathan, E. A. Tamm, Quinn Tamm and Clegg being present, considered the suggestion of Special Agent Percy Wyly that the Bureau revise its shotgun training course to require firing at clay pigeons instead of at silhouette targets.

The Conference recommended that following the school for instructors which will be attended by the regular firearms instructors of the Bureau in Washington, the instructors meet in a conference to consider any possible or needed revisions of the firearms training courses as presently constituted. If this is approved, Mr. Wyly is being advised accordingly.

Respectfully,

FOR THE CONFERENCE

Glyde Tolson
Chairman

F. R. Glavin
Secretary

cc-Mr. Glavin

RECORDED

66-2554-1647

MAY 2 1939

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ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/10/90 BY SP5CJ/DM5

66-2554-1647
ORIGINAL FILED IN

HHG:BG

April 24, 1939

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, those present being Messrs. Tolson, Glavin, Nathan, E. A. Tamm, Quinn Tamm and Clegg, considered the suggestion of Special Agent Percy Wyly that the .38 police positive revolver be discontinued as Bureau equipment due to the fact that the type of ammunition used by the Bureau at present and which is most desirable is too powerful for this type of weapon.

Mr. Glavin has advised that the Bureau has made no recent purchases of this type of revolver and that as fast as the revolvers in question wore out, they would be replaced by the more durable type of revolver which has been recognized more desirable. However, it was believed that the revolvers in question should be continued for training purposes until they have been rendered unserviceable.

If this is approved, Mr. Wyly is being advised accordingly.

Respectfully,

FOR THE CONFERENCE

RECORDED

Clyde Tolson
Chairman

W. R. Glavin
Secretary

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/10/90 BY SP5C/IDMS

cc-Mr. Glavin

U. S. DEPT. OF JUSTICE

F. B. I.

RECEIVED-10120M

COMM. TO THE DIRECTOR

ORIGINAL FILED IN 66-2554-1648

April 15, 1939

QT:APS

MEMORANDUM FOR THE DIRECTOR

The Executives' Conference, Messrs. Tolson, Nathan, E. A. Tamm, Glavin, Hince and Quinn Tamm being present, considered a memorandum submitted by Mr. Egan in which he suggested that the War Department prints, which the Bureau will start receiving on July 1st and which will amount to approximately one-half million prints, be filed in a separate file. This would mean that there would be maintained in the Identification Division three separate fingerprint files.

Mr. Egan pointed out that the personal identification files presently contain approximately 1,200,000 prints; these files are being amplified by the addition of 800,000 applicant prints. He states that possibly after the receipt of the War Department prints, the Navy and Marine Corps will also transmit their fingerprint cards to the Bureau for retention. He believes that the War Department prints may possibly have to be searched a great deal more often than the personal identification prints and it would be advisable to have them in a separate file.

Mr. Quinn Tamm advised the conference that the maintenance of a third file would necessitate, in his opinion, a great deal more space than the Identification Division presently has at its disposal. It would mean not only a third fingerprint file but also a third card index file, he stating that in the maintenance of separate files, additional personnel is necessary in addition to the number of people who could successfully operate two separate break-ups, such as the Identification Division now has. It was further pointed out that it is not believed that the personal identification files will be searched a great deal; at present, search is only being made of prints of unknown deceased persons, amnesia victims and Bureau fugitives. If a third file is maintained, these searches would have to be conducted in a third place.

Mr. Hince concurred in the suggestion of Mr. Egan, stating that he believed, in his opinion, at the present time it would be necessary to have a further segregation of the fingerprint cards and that this would be a logical break-up.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 393,613
DATE 7/16/90 BY SP5CJL/MS

Mr. Tolson _____
Mr. Nathan _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Crowl _____
Mr. Egan _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Harbo _____
Mr. Lester _____
Mr. McIntire _____
Mr. Nichols _____
Mr. Q. Tamm _____
Mr. Tracy _____
Miss Gandy _____

U. S. DEPARTMENT OF JUSTICE

TOLSON

TAMM

FOUNT

ORIGINAL FILED IN 32-15427-244X

Director

#2

4/15/39

He pointed out that at the present time in searching the fingerprint files, it is necessary to reference from one cabinet to another and he believes that this would just constitute another reference. Messrs. Tolson, Nathan, Glavin, E. A. Tamm and Quinn Tamm were opposed to the suggestion and do not believe that at the present time or in the future, will the Bureau find it necessary to have three separate files. They do not believe that it is advisable to contemplate such an emergency as war and to provide for a break-up of the files to handle such contingencies, believing that the files can be successfully separated quickly and rapidly with no great expenditure of personnel or time if five or six years from now, or ten years from now, it becomes necessary to separate these files.

Respectfully,
For the Conference

Clyde Tolson, Chairman

W. R. Glavin, Secretary

Mr. Tolson _____
Mr. Nathan _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Crowl _____
Mr. Egan _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Harbo _____
Mr. Lester _____
Mr. McIntire _____
Mr. Nichols _____
Mr. Q. Tamm _____
Mr. Tracy _____
Miss Gandy _____

April 27, 1939

QT:APS

MEMORANDUM FOR THE DIRECTOR

The Executives' Conference, Messrs. Tolson, Nathan, Clegg, Glavin, E. A. Tamm and Quinn Tamm being present, considered the proposed form letter prepared in the Identification Division for transmittal to all foreign bureaus cooperating in the international exchange. This letter has previously been sent out yearly by the Bureau and requests certain information concerning identification activities in other countries.

The Conference was unanimous in approving this form letter. If you approve, it will be addressed to the foreign bureaus.

Respectfully,
For the Conference:

Clyde Tolson, Chairman

W. R. Glavin, Secretary

Mr. Tolson _____
Mr. Nathan _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Crowl _____
Mr. Egan _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Harbo _____
Mr. Lester _____
Mr. McIntire _____
Mr. Nichols _____
Mr. Q. Tamm _____
Mr. Tracy _____
Miss Gandy _____

RECORDED
&
INDEXED

66-2554-1649
FEDERAL BUREAU OF INVESTIGATION
MAY 5 1939
U. S. DEPARTMENT OF JUSTICE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/10/90 BY SP5CJL/MS

ORIGINAL FILED IN 66-2554-1649

FEDERAL BUREAU OF INVESTIGATION

WASHINGTON, D. C.

QT:AFS

April 27, 1939.

MEMORANDUM FOR THE DIRECTOR

The Executives' Conference, Messrs. Tolson, Nathan, Clegg, Glavin, E. A. Tamm and Quinn Tamm being present, considered the suggestion submitted by Special Agent Lester Singman to the effect that a public address system be installed in the Card Index Section of the Identification Division.

The Conference does not believe that the size of the Card Index Section warrants the expense necessary for the installation of such a system. It further pointed out that the work of this section is of such a nature that the justification of the suggested system would be difficult.

The Conference was unanimous in recommending against the installation of this public address system.

Respectfully,
For the Conference:

Clyde Tolson, Chairman.

W. R. Glavin, Secretary.

O.K. - H.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/10/90 BY SP5C110MS

RECORDED
&
INDEXED

66-2554-1650

FEDERAL BUREAU OF INVESTIGATION
MAY 3 1939
U. S. DEPARTMENT OF JUSTICE
TOLSON TAMM

ORIGINAL FILED IN 66-1631-5229

April 27, 1939

QT:APS

MEMORANDUM FOR THE DIRECTOR

The Executives' Conference, Messrs. Tolson, Nathan, Clegg, Glavin, E. A. Tamm and Quinn Tamm being present, considered a memorandum submitted by the Identification Division concerning the handling of civil service prints of Bureau employees. It was pointed out to the Conference that in addition to the personnel card of Bureau employees, a set of fingerprints is also recorded on a civil service form. The present procedure is to route these civil service fingerprint cards through the Identification Division with the personnel card, although the civil service card is not classified or handled in any manner.

The Conference believes that this system is cumbersome and recommends that the Chief Clerk's office transmit a copy of the civil service prints directly to the Civil Service Commission at the time the employee enters on duty.

If you approve, instructions to this effect will be issued.

Respectfully,
For the Conference:

Clyde Tolson, Chairman

RECORDED

H. K. Glavin, Secretary

66-2554-11651
FEDERAL BUREAU OF INVESTIGATION
MAY 4 1939
U. S. DEPARTMENT OF JUSTICE
TOLSON CLK. Tamm
FOUR UNIT

Mr. Tolson _____
Mr. Nathan _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Crowl _____
Mr. Egan _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Harbo _____
Mr. Lester _____
Mr. McIntire _____
Mr. Nichols _____
Mr. Q. Tamm _____
Mr. Tracy _____
Miss Gandy _____

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/10/90 BY SP5C1106MS

ORIGINAL FILED IN

66-2554-116

IDENT. UNIT
FILE FILES
P

May 4, 1939

CT:APS

MEMORANDUM FOR THE DIRECTOR

The Executives' Conference, Messrs. E. A. Tamm, Nathan, Glavin and Quinn Tamm being present, considered the report of the committee consisting of Messrs. Egan, Hince and Quinn Tamm, concerning a suggestion of Mr. Paul A. Napier of the Technical Section that all fingerprint cards be searched in the Card Index Section prior to their search in the Technical Section. It is noted that the committee disagreed. Mr. Hince was in favor of the adoption of the suggestion. Messrs. Egan and Quinn Tamm were opposed to the suggestion.

The Conference was unanimously in favor of the position taken by Messrs. Egan and Quinn Tamm, believing that the report as outlined by them is definitely sound and that the Bureau should not search all fingerprint cards in the Card Index Section prior to their search in the Technical Section.

A copy of the committee's report is attached hereto.

Respectfully,
For the Conference:

Clyde Tolson, Chairman

W. R. Glavin, Secretary

Mr. Tolson _____
Mr. Nathan _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Crowl _____
Mr. Egan _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Harbo _____
Mr. Lester _____
Mr. McIntire _____
Mr. Nichols _____
Mr. Q. Tamm _____
Mr. Tracy _____
Miss Gandy _____

RECORDED

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 7/10/90 BY SP5EJL/oms

66-2554-1652

FEDERAL BUREAU OF INVESTIGATION
MAY 12 1939
U. S. DEPARTMENT OF JUSTICE
TOLSON
FOUR
TAMM

ORIGINAL FILED IN 66-1652-1652

May 4, 1939

CT:APS

MEMORANDUM FOR THE DIRECTOR

The Executives' Conference, Messrs. E. A. Tamm, Nathan, Glavin and Quinn Tamm being present, considered a letter from the War Department in which they request that the Bureau search against its personal identification files the fingerprint cards of CCC workers so that the War Department may be informed whether or not members of the CCC are fraudulently enrolled, such enrollment being effected by the use of an alias. The War Department points out that this would materially facilitate their work if the Bureau could furnish them with such information.

For your information, during the period from October 21, 1937, through April 30, 1939, 493,749 CCC fingerprints were received. The monthly average from October 1st through April 30th was 25,987. During the fiscal year of 1938, the Bureau received 231,413 cards, or an average of approximately 26,000 prints a month. In searching these fingerprint cards against the personal identification files, it was pointed out that this would necessitate searching approximately 1,000 cards a day. This would require the services of 25 technical employees at least. In addition, it would require approximately four additional card index employees, one Assembly Section employee, and about three typists, to simply handle searches against the personal identification files.

It is further pointed out that at the present time the personal identification file set-up is such that large scale searching is not practical. The file will have to be broken down, guide cards inserted, extensions placed on the fingerprint cards, if the Bureau is going to search these records on a large scale.

Then again at the present time the question of space enters into consideration of searches of the personal identification files, it being pointed out that while it is possible to file in the personal identification files for quite a period in the future more space would have to be allotted to permit successful searching and work on the cabinets.

RECORDED
&
INDEXED

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 303,013
DATE 7/10/90 BY SP5C/LC/MS

66-2552-1652

FEDERAL BUREAU OF INVESTIGATION
MAY 23 1939
U. S. DEPARTMENT OF JUSTICE
RECEIVED
TAMM
FOUR

Mr. Tolson _____
Mr. Nathan _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Crowl _____
Mr. Egan _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Harbo _____
Mr. Ladd _____
Mr. McIntire _____
Mr. Nichols _____
Mr. Q. Tamm _____
Mr. Tracy _____
Miss Gandy _____

ORIGINAL FILED IN 66-2552-1652

Director

#2

5/4/39

The Conference feels that while it will not be possible to refuse the War Department's request, the Bureau should counter with the offer that we will gladly search the fingerprint cards, providing the War Department will also consent to the searching of the CCC prints against the criminal files. It is believed that in this way information of value to the Bureau may be obtained. It is also assumed that the War Department will not consent to the search of these cards against the criminal files and a purely administrative search for the War Department will be avoided.

Mr. Tamm discussed this matter with Mr. Egan who does not believe we can turn down the War Department's request. He does not believe the Bureau should ask to search the prints against the criminal files but rather that we should only ask to search those prints which are identified as being fraudulent enlistments. Mr. Egan was in agreement with the necessary number of personnel, the fact that this matter presents a problem to the Identification Division.

No action has been taken on the War Department's letter, pending your decision.

Respectfully,
For the Conference:

Glyde Tolson, Chairman

W. R. Glavin, Secretary

Mr. Tolson _____
Mr. Nathan _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Crowl _____
Mr. Egan _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Harbo _____
Mr. Lester _____
Mr. McIntire _____
Mr. Nichols _____
Mr. Q. Tamm _____
Mr. Tracy _____
Miss Gandy _____

HHO:BG

May 6, 1939

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, Messrs. Tolson, Glavin, Nathan, E. A. Tamm, Quinn Tamm and Clegg being present, considered the suggestion of Alan C. Rogers, clerical employee of the Cincinnati office, that a name which might be considered an unusual name be listed as the first name in a report or the title to a letter rather than a frequently used name, so that when only the first name and the words "et al" are used subsequently in the report or in correspondence, the case can be identified more easily.

The Conference opposed this suggestion since the present procedure is for the principal subject of a case to be listed as the first name in the title of the report. Likewise, the true name of the principal subject should appear first. It is believed that this is a better procedure as the adopting of the suggestion made would have a tendency to confuse district attorneys particularly who, as a matter of habit and logic, are accustomed to referring to a case in conversations by the true name of the principal subject. The same is true when Special Agents call for a file from the Chief Clerk of the field office. Therefore, it is believed that there is a greater advantage in continuing the present procedure.

If this is approved, Mr. Rogers is being informed accordingly.

Respectfully,

FOR THE CONFERENCE

RECORDED

Clyde Tolson
Chairman

W. R. Glavin
Secretary

66-2554-1653

FEDERAL BUREAU OF INVESTIGATION
MAY 15 1939
U. S. DEPARTMENT OF JUSTICE
TOLSON TAMM FOULKE

cc-Mr. Glavin

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 7/16/90 BY SP5GL/MS

ORIGINAL FILED IN 66-4895-11

QT:LCB

May 10, 1939

MEMORANDUM FOR THE DIRECTOR

K
g
The Executives' Conference, Messrs. Tolson, Nathan, E. A. Tamm, Glavin and Quinn Tamm being present, considered a letter from the Special Agent in Charge of the St. Paul office in which he advised that a superintendent of a WPA project which is employing transients desired advice from the Bureau concerning the fingerprinting of these transients as they work on these particular projects.

The Conference feels that this is a question to be handled strictly by the District Supervisor of any WPA project and does not believe that the Bureau should take the initiative in fingerprinting these employees. If you approve, there is attached hereto a letter to the Special Agent in Charge at St. Paul so advising him.

Respectfully,
For the Conference:

Clyde Tolson, Chairman

W. R. Glavin, Secretary

Mr. Tolson _____
Mr. Nathan _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Crowl _____
Mr. Egan _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Harbo _____
Mr. Lester _____
Mr. McIntire _____
Mr. Nichols _____
Mr. Q. Tamm _____
Mr. Tracy _____
Miss Gandy _____

RECORDED

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/16/90 BY SP5C/10ms

66-2554-1654
FEDERAL BUREAU OF INVESTIGATION
MAY 16 1939
U. S. DEPARTMENT OF JUSTICE
RECEIVED
MAY 16 1939
FBI

ORIGINAL FILED IN 32-17337-242

QT:APS

May 5, 1939

MEMORANDUM FOR THE DIRECTOR

The Executives' Conference, Messrs. E. A. Tamm, Glavin, Nathan and Quinn Tamm being present, considered the suggestion submitted by Mr. W. H. Nimmons, Supervisor of the Card Index Section, that the Card Index Section discontinue the practice of bringing special prints to the sorting desk in Card Index immediately after search. This suggestion previously was approved by the Supervisors' Conference of the Identification Division.

The Conference does not believe it will be advisable to handle special requests for records in this manner. These records involve wanted men, requests for "wire answers", et cetera and there is a possibility of too long a delay in not handling the records special.

The Conference was unanimous in recommending against the adoption of this suggestion.

Respectfully,
For the Conference:

Clyde Tolson, Chairman

W. R. Glavin, Secretary

Mr. Tolson _____
Mr. Nathan _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Crowl _____
Mr. Egan _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Harbo _____
Mr. Lester _____
Mr. McIntire _____
Mr. Nichols _____
Mr. Q. Tamm _____
Mr. Tracy _____
Miss Gandy _____

RECORDED

66-2554-1655

FEDERAL BUREAU OF INVESTIGATION
MAY 15 1939
U. S. DEPARTMENT OF JUSTICE
TOLSON
TAMM

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 33813
DATE 7/10/90 BY SP5C10ms

ORIGINAL FILED IN 66-1631-5742X

HHC:BG

May 6, 1939

MEMORANDUM FOR THE DIRECTOR

67-880-362 ✓
The Executive Conference, Messrs. Tolson, Glavin, Nathan, E. A. Tamm, Quinn Tamm and Clegg being present, considered the suggestion submitted by the Seattle office wherein an attorney in Seattle was of the opinion that an article published in local bar association journals, setting forth the qualifications for the position of Special Agent, might serve a valuable purpose in recruiting personnel.

The members of the Conference could see no objection to having a statement of the qualifications of Special Agents placed in bar association journals, if they care to print such data, although it was believed that anything resembling advertising should be avoided.

If this is approved, the Seattle office is being advised and in the next bulletin to the field this information will be conveyed to the Special Agents in Charge.

Respectfully,

FOR THE CONFERENCE

Glyde Tolson
Chairman

W. R. Glavin
Secretary

cc-Mr. Glavin

RECORDED
&
INDEXED

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,813
DATE 7/16/90 BY SP5C110MS

66-2554-1655 ✓

FEDERAL BUREAU OF INVESTIGATION
MAY 26 1939
U. S. DEPARTMENT OF JUSTICE
TOLSON TAMM CLEGG FOUR W. NISUC

April 27, 1939

QT:APS

MEMORANDUM FOR THE DIRECTOR

The Executives' Conference, Messrs. Tolson, Nathan, Clegg, Glavin, E. A. Tamm and Quinn Tamm being present, considered the suggestion of Mr. Paul A. Napier of the Technical Section, Identification Division, in which he suggested that all fingerprint cards be searched in the Card Index Section prior to their search in the Technical Section.

The Conference was advised that this suggestion had been considered by the Supervisors' Conference of the Identification Division and that it had been rejected.

The Conference believes that there is possible merit in the suggestion and recommends that a committee, consisting of Messrs. Egan, Hince and Quinn Tamm consider the suggestion. This committee will meet, if you approve.

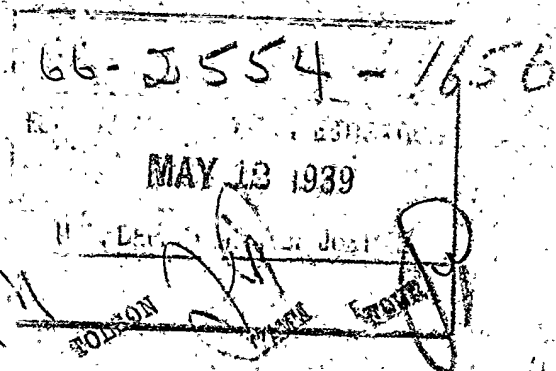
Respectfully,
For the Conference:

Clyde Tolson, Chairman

W. R. Glavin, Secretary

Mr. Tolson _____
Mr. Nathan _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Crowl _____
Mr. Egan _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Harbo _____
Mr. Lester _____
Mr. McIntire _____
Mr. Nichols _____
Mr. Q. Tamm _____
Mr. Tracy _____
Miss Gandy _____

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/16/90 BY SP5C/LMS



ORIGINAL FILED IN 66-1631-57841X

EAT:JW

May 9, 1939

MEMORANDUM FOR THE DIRECTOR

Re: ESPIONAGE STATUTE

0

The Executive Conference, consisting of Messrs. Nathan, Tolson, Glavin, Quinn and E. A. Tamm, considered the attached suggested Bureau Bulletin and unanimously approved it for issuance to the Field.

Respectfully,
For the Conference

Clyde Tolson,
Chairman

W. R. Glavin,
Secretary

ORIGINAL FILED IN 66-1200-16536X

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RECORDED

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/10/90 BY SP5C110ms

66-2554-1656X

FEDERAL BUREAU OF INVESTIGATION
JUL 22 1939
U. S. DEPARTMENT OF JUSTICE
TOLSON
LEE
TRACY
GLAVIN
QUINN
NATHAN
TAMM

EAT:JW

May 9, 1939

MEMORANDUM FOR THE DIRECTOR

Re: Espionage (65-00)

The Executive Conference, consisting of Messrs. Nathan, Tolson, Glavin, Quinn and E. A. Tamm, considered the attached suggested Bureau Bulletin and unanimously approved it for issuance to the field.

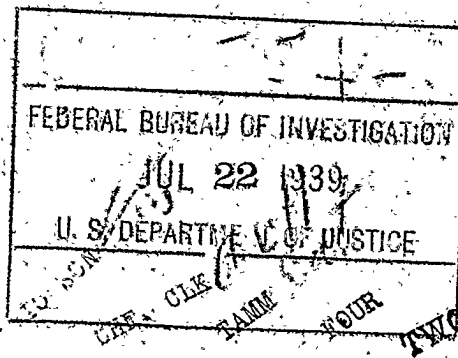
Respectfully,
For the Conference

Clyde Tolson,
Chairman

W. R. Glavin,
Secretary

ORIGINAL FILED IN 62-1089-15-31X

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/16/90 BY SP5C110WS



May 10, 1939

EAT:HA

MEMORANDUM FOR THE DIRECTOR

The Executive Conference with Messrs. Tolson, Nathan, Glavin, Quinn Tamm, Clegg and E. A. Tamm in attendance considered the suggestion advanced initially by Norma Abrams as transmitted by Mr. Tracy that the names of bank officials be placed upon Identification Orders to indicate the identity of the identifying witnesses. The Conference was unanimous in its opinion that this suggestion should not be followed primarily because of the great personal risk which would be involved if bank authorities' names were published on wanted notices as being identifying witnesses. Obviously the criminal element would in many instances take appropriate gangland steps to eliminate these identifying witnesses and consequently it is recommended that no action whatsoever be taken upon this suggestion.

Respectfully,
For the Conference

Clyde Tolson
Chairman

RECORDED

T. E. Glavin
Secretary

FEDERAL BUREAU OF INVESTIGATION

MAY 16 1939

U. S. DEPARTMENT OF JUSTICE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 7/10/96 BY SP5C/MMS

Mr. Tolson
Mr. Nathan
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Crowl
Mr. Egan
Mr. Foxworth
Mr. Glavin
Mr. Harbo
Mr. Lester
Mr. McIntire
Mr. Nichols
Mr. Quinn Tamm
Mr. Tracy
Miss Gandy

ORIGINAL FILED IN 66-2271-393

QT:LCB

May 10, 1939

MEMORANDUM FOR THE DIRECTOR

The Executives' Conference, Messrs. Tolson, Nathan, E. A. Tamm, Glavin and Quinn Tamm being present, considered a memorandum submitted to Mr. Nichols by Special Agent F. C. Holloman. Mr. Holloman recommended that from time to time unidentified latent fingerprints presently in the Single Fingerprint Section file be published in the FBI Law Enforcement Bulletin on the possibility that various Police Departments would search their records and identify these fingerprints.

The Conference does not believe that it would be advisable to publish these latent fingerprints. It is pointed out that it would not be possible for Police Departments to compare all of their fingerprints with a single latent. This would be necessary because the latents are not susceptible to classification on a ten-finger basis. It is also pointed out that in order to publish these latents it would be necessary to enlarge them. This does not facilitate identification. The Bureau has also been reluctant to publish latent fingerprints or information concerning latent finger impressions in any publication. The Conference was unanimous in recommending against this suggestion.

Respectfully,
For the Conference:

Clyde Tolson, Chairman

RECORDED

W. R. Glavin, Secretary

MAY 18 1939

U. S. DEPARTMENT OF JUSTICE

TOLSON

GLAVIN

NICHOLS

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/10/90 BY SP5CJ/OMS

ORIGINAL FILED IN 14-3-1-4043

Mr. Tolson _____
Mr. Nathan _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Crowl _____
Mr. Egan _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Harbo _____
Mr. Lester _____
Mr. McIntire _____
Mr. Nichols _____
Mr. Q. Tamm _____
Mr. Tracy _____
Miss Gandy _____

April 28, 1939

QT:APS

MEMORANDUM FOR MR. NATHAN

27
Reference is made to the attached memorandum from Mr. Engert concerning the classification of personal identification prints.

This is at the present time a major problem in the Identification Division, due to the number of personal identification prints being received. The suggestion that they be classified by all the men in the Technical Section appears to be an excellent one.

Commencing today, personal identification prints were distributed throughout the Technical Section for classification, each man being given a number of prints and an hour's credit for classifying the same.

Respectfully,

Guinn Tamm

Mr. Tolson _____
Mr. Nathan _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Crowl _____
Mr. Egan _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Harbo _____
Mr. Lester _____
Mr. McIntire _____
Mr. Nichols _____
Mr. Q. Tamm _____
Mr. Tracy _____
Miss Gandy _____

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RECORDED

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/18/90 BY SP5C/LDM/S

66-2554-165 X

DEPT. OF INVESTIGATION
APR 24 1939
U. S. DEPT. OF JUSTICE

ORIGINAL FILED IN 66-1631-5750X1

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GJE:APS

April 28, 1939

MEMORANDUM FOR MR. QUINN TAMM

RE: P. I. CLASSIFYING

I believe personal identification prints should be currently classified by all the technical employees working on cabinets. This problem of classifying these prints is becoming more acute each day, it being noted that there will be a decided increase in the number of personal prints coming into the Bureau.

A group of these prints could be given to each man and a specified time for classifying could be indicated; that is, a stagger system for the cabinet rows could be followed.

Respectfully,

G. J. Engert.

RECORDED

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,813
DATE 7/16/90 BY SP5CULOM/S

66-2554-1651

FEDERAL BUREAU OF INVESTIGATION
MAY 24 1939
U. S. DEPARTMENT OF JUSTICE
INDEXED

27

ORIGINAL FILED IN 66-1631-5750X1

QT:LCB

May 10, 1939

MEMORANDUM FOR THE DIRECTOR

J.M.
The Executives' Conference, Messrs. E. A. Tamm, Nathan, Glavin and Quinn Tamm being present, considered the suggestion submitted by Special Agent G. J. Engert, that personal identification prints be currently classified by all of the technical employees working on the cabinets. This means that during the course of each day a certain number of personal identification fingerprint cards will be given to each of the men engaged in current work in the Technical Section for classification.

Mr. Engert's suggestion contemplates the classification of personal identification fingerprint cards by all of the employees of the Technical Section for a period of approximately fifteen minutes per day, rather than having a separate squad of employees spend all of their time working on personal identification cards. It was believed that this would bring the current congestion up to a suitable condition. After rearrangement of the cabinets in the Technical Section it will be possible to maintain a permanent personal identification squad. However, up until that time the Conference recommends that these prints be classified by all technical employees. If you approve, this will be placed into effect.

Respectfully,
For the Conference,

Glyde Tolson, Chairman

RECORDED

W. R. Glavin, Secretary

66-2554-165 FX
FEDERAL BUREAU OF INVESTIGATION

MAY 24 1939

U. S. DEPARTMENT OF JUSTICE
TOLSON
NATHAN
ENGERT
GLAVIN

Mr. Tolson _____
Mr. Nathan _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Crowl _____
Mr. Egan _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Harbo _____
Mr. Lester _____
Mr. McIntire _____
Mr. Nichols _____
Mr. Q. Tamm _____
Mr. Tracy _____
Miss Gandy _____

2 ENCL 5 J.M.
6/2/39
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/10/90 BY SP5C110MS

ORIGINAL FILED IN 66-1631-552041

ERG:atw

May 6, 1939

MEMORANDUM FOR THE DIRECTOR

The Executive Conference consisting of Messrs. Tolson, Nathan, Clegg, E. A. Tamm, Quinn Tamm and Glavin considered a suggestion submitted by Special Agent J. E. Lawler, Supervisor that special numerical classifications be assigned to the following types of matters being referred to the Bureau at the present time:

- (1) Alien Applicant
(2) Registration Act
(3) Sabotage

Mr. Laughlin of the Files Section recommends favorably on separate classifications provided the necessary information is available in the correspondence in question to make it possible for the clerical employees of the Files Section to identify this material. Mr. Lawler has submitted the necessary identifying data.

The Conference recommends favorably on this suggestion.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson
Chairman

RECORDED

W. R. Glavin
Secretary

Mr. Tolson
Mr. Nathan
Mr. D. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Croy
Mr. Egan
Mr. Foxworth
Mr. Glavin
Mr. Harbo
Mr. Lester
Mr. McLaughlin
Mr. Mumford
Mr. Quinn Tamm
Mr. Nease
Mr. Clegg

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 7/10/90 BY SP5CJL/mrs

66-2554-1658X1
FEDERAL BUREAU OF INVESTIGATION
JUN 29 1939
U. S. DEPARTMENT OF JUSTICE
TOLSON
TAMM
RECORDED
INDEXED

ERG:MTS

May 12, 1939

MEMORANDUM FOR THE DIRECTOR

9
0
The Executive Conference, consisting of Messrs. Tolson, Nathan, Clegg, E. A. Tamm, Quinn Tamm, and Glavin, considered a suggestion submitted by Special Agent I. E. Nitschke that arrangements be made to secure ammunition other than .38 calibre mid-range ammunition for the Bureau's use.

Nitschke pointed out that he has observed innumerable mis-fires due to the faulty construction of this ammunition and that other firearms instructors have encountered similar experiences. Nitschke further pointed out that he had examined several revolvers assigned to Special Agents of the Bureau and in a number of instances noted that the barrels of these weapons were leaded, which could be traced to the aforementioned ammunition, it being apparent that the projectiles were of an improper mixture thereby causing these gun barrels to become leaded.

The Conference was further advised that this matter had been referred to Mr. Baughman who is prone to discount the complaints made by Special Agent Nitschke. The Conference was also advised by Mr. Glavin that he has used this ammunition continuously over long periods of time on range assignments and has never found any difficulty with it and he too is prone to discount the statements made by Special Agent Nitschke.

The Conference recommends that the various firearms supervisors be circularized concerning this matter and that their comments be secured before definite action is taken thereon.

Respectfully,
For the Conference

RECORDED

Clyde Tolson
Chairman

2
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/16/90 BY SP5CJ/DM5

66-2554-1557
FEDERAL BUREAU OF INVESTIGATION
W. R. A. Glavin 1939
Secretary
U. S. DEPARTMENT OF JUSTICE

ORIGINAL FILED IN 66-3760-30-338

HN:CSH

May 17, 1939

MEMORANDUM FOR THE DIRECTOR

The Executives Conference, consisting of Messrs. Tolson, E. Tamm, Hince (substituting for Mr. Clegg), Q. Tamm, and Nathan, considered and approved the attached form letter to all field offices, advising of the transmission under separate cover of Western Electric Dynamic Microphones for each office.

Respectfully,
For the Conference,

Clyde Tolson, Chairman

W. R. Glavin, Secretary

Mr. Tolson _____
Mr. Nathan _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Crowl _____
Mr. Egan _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Harbo _____
Mr. Lester _____
Mr. McIntire _____
Mr. Nichols _____
Mr. Q. Tamm _____
Mr. Tracy _____
Miss Gandy _____

RECORDED
&
INDEXED

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/16/90 BY SP5CJL/MS

66-2554-16594

FEDERAL BUREAU OF INVESTIGATION	
MAY 25 1939	
U. S. DEPARTMENT OF JUSTICE	
TOLSON	TAMM

ORIGINAL FILED IN 66-2554-16594

HHC:ESK

May 19, 1939

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, Messrs. Tolson, Nathan, Glavin, E. A. Tamm, Quinn Tamm, and Clegg being present, considered the suggestion submitted by the Boston Office that a circular be sent to all law enforcement agencies in the Boston Division on which would be a list of Federal violations handled by the Federal Bureau of Investigation, the address and telephone number of the Boston office, and the telephone number and name of Resident Agents in that area.

The Conference recommended unfavorably since it is felt that the names of Resident Agents and telephone numbers should not be furnished the public, as such information would have a tendency to have complaints reported to some resident agency headquarters or sub-station rather than to the office, which would be more desirable. Further, Resident Agents are not always at their offices and do not keep their offices open when they are in other cities adjacent to the headquarters cities. It is believed, therefore, that this would be impracticable.

If approved, the Boston office will be advised accordingly.

Respectfully,
For the Conference

Clyde Tolson, Chairman

N. R. Glavin, Secretary

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 7/16/50 BY SP5CJL/MS

CC: Mr. Glavin

RECORDED

66-2554-135-141

FEDERAL BUREAU OF INVESTIGATION	
JUN 8 1939	
U. S. DEPARTMENT OF JUSTICE	
TOLSON	TAMM
NATHAN	CLEGG
FOUR	

ORIGINAL FILED IN 66-2554-135-141

May 18, 1939

QT:APS

MEMORANDUM FOR THE DIRECTOR

The Executives' Conference, Messrs. Tolson, Glavin, Nathan, E. A. Tamm and Quinn Tamm being present, considered the proposed bulletin to the field, outlining the Bureau's policy with reference to the missing persons file.

The Conference approved the bulletin and if you approve, it will be transmitted to the field.

Respectfully,
For the Conference:

Clyde Tolson, Chairman

W. R. Glavin, Secretary

Mr. Tolson _____
Mr. Nathan _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Crowl _____
Mr. Egan _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Harbo _____
Mr. Lester _____
Mr. McIntire _____
Mr. Nichols _____
Mr. Q. Tamm _____
Mr. Tracy _____
Miss Gandy _____

RECORDED

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 333,613
DATE 7/10/90 BY SP5C/110MS

66-2554-1659X2

JUL 22 1939

TOLSON
NATHAN
CUTT
TAMM
FOUR

ORIGINAL FILED IN 66-2554-1659X2

WRG:atw

May 15, 1939

MEMORANDUM FOR THE DIRECTOR

The Conference consisting of Messrs. Tolson, Nathan, E. A. Tamm, ~~Glavin~~ Quinn Tamm and Glavin considered a memorandum addressed to Mr. Nathan by Mr. Coffey dated May 12, 1939, wherein he recommends the purchase of a "Sound Mirror." Mr. Coffey in his memorandum to Mr. Nathan concerning this instrument states that it is an innovation in sound recording devices consisting of a small cabinet, and a microphone. The machine has the recording capacity of one minute and will reproduce immediately a one-minute speech spoken into the microphone. It does not utilize phonograph records, the recording being done electrically. The recording cannot be retained permanently as it is lost from the machine when a new recording is made.

Mr. Coffey is of the opinion that it would be very desirable for use in connection with the Training Division; that such a machine could be set up on a table in the rear of the training school and the various members thereof could be invited to make use of it in their leisure time for the purpose of listening to and criticizing their own voices.

The Conference is of the unanimous opinion that sufficient sound equipment is presently on hand in the Bureau to fulfill all of the needs of the Bureau covering recording for all purposes. The Conference does not believe that the Bureau would be warranted in spending \$350 for an item such as this.

Respectfully submitted,
FOR THE CONFERENCE

RECORDED

&
INDEXED

Clyde Tolson
Chairman

W. R. Glavin
Secretary

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 393,613
DATE 7/16/90 BY SP5CJL/oms

66-2534-1660

FEDERAL BUREAU OF INVESTIGATION
MAY 20 1939
U. S. DEPARTMENT OF JUSTICE

TOLSON
GLAVIN
TAMM

ORIGINAL FILED IN 66-2534-1660

May 19, 1939

QT:APS

MEMORANDUM FOR THE DIRECTOR

The ^OExecutives' Conference, Messrs. Tolson, Nathan, E. A. Tamm, Hince and Quinn Tamm being present, considered the suggestion submitted by Mrs. Kelliver to the effect that transient fingerprint records be filed after answer in the Civil Identification Section.

The Conference does not believe that this is advisable because of the fact that these fingerprint cards are transmitted on a criminal form. In some cases the type of information is criminal in nature.

A letter is being addressed to Mrs. Kelliver.

Respectfully,
For the Conference

Clyde Tolson, Chairman

W. R. Glavin, Secretary

Mr. Tolson _____
Mr. Nathan _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Crowl _____
Mr. Egan _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Harbo _____
Mr. Lester _____
Mr. McIntire _____
Mr. Nichols _____
Mr. Q. Tamm _____
Mr. Tracy _____
Miss Gandy _____

RECORDED

66-2554-1660X

FEDERAL BUREAU OF INVESTIGATION
MAY 26 1939
U. S. DEPARTMENT OF JUSTICE
TOLSON NATHAN EGAN IDENT. UNIT FOUR

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 393,013
DATE 7-16-90 BY SP5CJL/MS

ORIGINAL FILED IN
66-11307-248

QT:APS

May 15, 1939

MEMORANDUM FOR THE DIRECTOR

(27)
The Executives' Conference, Messrs. Tolson, Nathan, E. A. Tamm, Glavin and Quinn Tamm being present, considered the problem of the transmission of supplies by the Identification Division to local law enforcement agencies.

The Conference was advised by Mr. Quinn Tamm that criminal fingerprint cards transmitted to local law enforcement agencies are returned on the average of 50%, that is, for every two cards sent out the Bureau receives one in return. The Conference believes that the Bureau should have a definite policy because of the fact that often departments request as many as 7 to 10 cards for their own use. The Conference does not believe that these cards should be furnished to departments in these quantities. The Conference recommends that the Bureau endeavor to get one-third return on the number of supplies sent out, that is, if the contributor submits to the Bureau one card, retains one for its own file and sends one to the State Bureau, the Bureau should get a satisfactory return on supplies issued. If you approve, this will be made a matter of general policy in the follow-up and issuance of supplies.

The Conference also considered the problem of the return on personal identification fingerprint cards transmitted to contributors. The Conference was advised that the Bureau at the present time is only receiving about one-sixth return on supplies issued. The Conference was unanimously of the opinion that the Bureau should not transmit to contributors personal identification cards for them to retain in their own files but should expect these cards to be returned to the Bureau, with the exception of possibly 10% allowance for cards being spoiled or fingerprints being recorded. If you approve, there are attached hereto memoranda for the Identification Division and the Crime Records Section.

Mr. Tolson _____
Mr. Nathan _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Crowl _____
Mr. Egan _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Harbo _____
Mr. Lester _____
Mr. McIntire _____
Mr. Nichols _____
Mr. Q. Tamm _____
Mr. Tracy _____
Miss Gandy _____

Respectfully,
For the Conference:

Glyde Tolson, Chairman

W. R. Glavin, Secretary

66-2554-1860X1

RECORDED

FEDERAL BUREAU OF INVESTIGATION

MAY 17 1939

U. S. DEPT. OF JUSTICE

W. R. GLAVIN

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 33,013
DATE 7/18/90 BY SP5/abms

ORIGINAL FILED IN 62-382244X

May 18, 1939

QT:APS

MEMORANDUM FOR THE DIRECTOR

The Executives' Conference, Messrs. Tolson, Nathan, E. A. Tamm, Hince and Quinn Tamm being present, considered the method of posting wanted notices presently employed by the Securities and Exchange Commission. It was pointed out to the Conference that the Securities and Exchange Commission would post wanted notices not only for themselves but also with the provision that certain local law enforcement agencies be notified if the man is apprehended.

The Conference does not feel that the Bureau should advise the Securities and Exchange Commission and then have them transmit the information to the local law enforcement agency, but rather that the Bureau should advise directly the local agency wanting the apprehension of a particular individual.

If you approve, there are attached hereto instructions to the Identification Division to that effect.

Respectfully,
For the Conference

Clyde Tolson, Chairman

W. R. Glavin, Secretary

Mr. Tolson _____
Mr. Nathan _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Crowl _____
Mr. Egan _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Harbo _____
Mr. Lester _____
Mr. McIntire _____
Mr. Nichols _____
Mr. Q. Tamm _____
Mr. Tracy _____
Miss Gandy _____

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 33,013
DATE 7/16/96 BY SP5C/10ms

INDEXED

RECORDED

66-2554-1660X2

FEDERAL BUREAU OF INVESTIGATION	
JUN 1 1939	
U. S. DEPARTMENT OF JUSTICE	
Tolson	Glavin
Harbo	Tracy
McIntire	Nease

ORIGINAL FILED IN 62-24151-221

HN:CSH

May 15, 1939

MEMORANDUM FOR THE DIRECTOR

The Executives Conference, consisting of Messrs. Tolson, E. Tamm, Clegg, Glavin, Q. Tamm and Nathan, considered the suggestion of Mr. Coffey that, in order to save time and seemingly unnecessary work, all equipment valued at less than \$1.00 per item be considered as expendable property and not carried on inventory records.

The Conference unanimously approved this suggestion.

Respectfully,
For the Conference,

Clyde Tolson, Chairman

W. R. Glavin, Secretary

Mr. Tolson _____
Mr. Nathan _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Crowl _____
Mr. Egan _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Harbo _____
Mr. Lester _____
Mr. McIntire _____
Mr. Nichols _____
Mr. Q. Tamm _____
Mr. Tracy _____
Miss Gandy _____

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 333,613
DATE 7/18/90 BY SP5C/roms

RECORDED

66-2554-116413

FEDERAL BUREAU OF INVESTIGATION	
JUN 8 1939	
U.S. DEPARTMENT OF JUSTICE	
TOLSON	CLERK
TRACY	CLERK
GLAVIN	CLERK
NEASE	CLERK
ROSEN	CLERK
WATSON	CLERK
WHELAN	CLERK
WYATT	CLERK
YERGEN	CLERK
ZIEGLER	CLERK

ORIGINAL FILED IN 66-2554-116413

BHC:BG

May 19, 1939

MEMORANDUM FOR THE DIRECTOR

27
The Executive Conference, Messrs. Tolson, Glavin, Nathan, E. A. Tamm, Quinn Tamm and Clegg being present, considered the suggestion of Mr. Tracy that the word "international" be included in the title of the FBI National Police Academy Associates to indicate the international character of the Associates.

The Executive Conference unanimously disapproved this suggestion, first because it sounded too much like some international union; second because the three graduates of the Academy who live in foreign countries do not constitute a very high percentage of the graduates; third because it is not the usual policy of colleges and universities to call their alumni associations "international alumni associations," in spite of the fact that many of them have graduates residing in all parts of the world; and fourth if such action should become desirable, it would be in the future when the foreign representation is considerably larger than at present.

If this is approved, Mr. Tracy is being advised accordingly.

Respectfully,

FOR THE CONFERENCE

Clyde Tolson
Chairman

RECORDED

W. R. Glavin
Secretary

cc-Mr. Glavin

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 7/20/96 BY SP5C10mJ

66-2554-1660X4
FEDERAL BUREAU OF INVESTIGATION
JUN 8 1939
U. S. DEPARTMENT OF JUSTICE
TOLSON CLEGG FOUR

ORIGINAL FILED IN 94-1-666-432

JOHN EDGAR HOOVER
DIRECTOR

Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.

SJT:RCL

May 15, 1939

MEMORANDUM FOR THE DIRECTOR.

RE: NATIONAL POLICE ACADEMY
SUGGESTION

Mr. Tolson	✓
Mr. E. A. Tamm	✓
Mr. Clegg	✓
Mr. Glavin	✓
Mr. Ladd	✓
Mr. Nichols	✓
Mr. Rosen	✓
Mr. Tracy	✓
Miss Gandy	✓

A memorandum was recently submitted to the Director with reference to the proper names of the various schools associated with the Bureau. On the list was the FBI National Police Academy. It is suggested that consideration be given by the Executive Conference to the name of the Police Academy Associates organization with a view to changing the name of the associates to show the international character of this group. Along this line I suggest the following be considered:

FBI Police Academy Associates, International
FBI International Police Associates
International Associates of FBI Police
Academy, etc

Respectfully,

S. J. Tracy
S. J. Tracy

RECORDED & INDEXED

66-2554-1660X4

FEDERAL BUREAU OF INVESTIGATION
JUN 6 1939
U. S. DEPARTMENT OF JUSTICE

RECEIVED
JUN 14 1939
CLERK

E.C. - Memo Dir 5/19/39
for to Tracy 5/22/39
JHE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 303,013
DATE 7/10/90 BY SP5C/LDM/S

May 19, 1939

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, Messrs. Tolson, Nathan, Glavin, E. A. Tamm, Quinn Tamm and Clegg being present, considered the suggestion of Mr. Nichols that the President of the American Bar Association be invited to address the next graduating exercises of the FBI National Police Academy.

Due to the fact that the next graduating exercises will be held at a time fairly close to the American Bar Association meeting at San Francisco, it was felt that this might not be a desirable time from the standpoint of the President of the Association, but that after the election of a new President following the San Francisco convention, if the identity of the individual in question makes him desirable, he might be considered for the graduation exercises to be held in September.

It was later observed that Mr. Nichols had also recommended that Dr. Daniel A. Poling or some other outstanding minister be considered to give the graduating address before some future graduation exercise of the FBI National Police Academy.

The Conference was unanimously of the opinion that the Bureau should not attempt to obtain speakers from particular types of professions and vocations but that the individual rather than the profession should be a governing factor. This recommendation, therefore, was in general recommended unfavorably. Mr. Tolson was not present during consideration of this part of Mr. Nichols suggestion.

If approved, Mr. Nichols is being advised accordingly.

Respectfully,
For the Conference,

RECORDED & INDEXED

Glyde Tolson,
Chairman.

W. R. Glavin,
Secretary.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 338,013
DATE 7/16/90 BY SP5/clm/s

Enclosure.

CC: Mr. Glavin.

FEDERAL BUREAU OF INVESTIGATION

JUN 14 1939

U. S. DEPARTMENT OF JUSTICE

66-2554-1660
TOLSON
CLERK
FBI
INDEXED

HHC:ESK

May 19, 1939

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered the suggestion of Mr. Hince that Mr. Leo Gauthier be assigned to observe exhibits at the World's Fair for the purpose of getting new ideas concerning Bureau exhibits which he prepares in Washington.

The Conference was informed that Mr. Gauthier is receiving an appointment as Special Agent within a few weeks and it is believed that when next Mr. Nichols has occasion to be in New York he might make observations and take photographs whenever believed to be desirable of exhibits which contain good ideas which might be utilized by the Bureau and that this information may be utilized subsequently if occasion demands.

If approved, there is attached a memorandum for Mr. Nichols accordingly, and also an acknowledgment to Mr. Hince.

Respectfully,
For the Conference

Clyde Tolson, Chairman

W. R. Glavin, Secretary

Mr. Tolson
Mr. Nathan
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Crowl
Mr. Egan
Mr. Foxworth
Mr. Glavin
Mr. Harbo
Mr. Lester
Mr. McIntire
Mr. Nichols
Mr. Quinn Tamm
Mr. Tracy
Miss Gandy

CC: Mr. Glavin

RECORDED

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/10/90 BY SP5CJW/MS

66-2554-1660x6
FEDERAL BUREAU OF INVESTIGATION
JUN 22 1939
U. S. DEPARTMENT OF JUSTICE
TOLSON
TAMM
NICHOLS
CLEGG
FOUR

ORIGINAL FILED IN 62-27709-480x1

NRG:MTS

May 22, 1939

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, consisting of Messrs. Tolson, Nathan, E. A. Tamm, Quinn Tamm, Clegg, and Glavin, considered a suggestion submitted by SAC Hanni of the Aberdeen Office that in view of the fact that Agents of the Bureau are more often called upon to examine scenes of crimes, particularly in connection with bank burglaries, each Bureau car be equipped with a complete fingerprint outfit and that it be made standard equipment for Bureau automobiles. Hanni further suggests that if the cost of equipping all cars with fingerprint cameras would prove to be excessive, the cars at least should have as regular equipment a fingerprint powder kit.

The Conference is of the opinion that a fingerprint camera should not be made a part of any fingerprint kit carried in Bureau-owned automobiles, due to the fact that it is subject to theft and is not used in routine cases. In so far as the fingerprint powder kit is concerned, the Conference is of the opinion that such kits should be furnished for Bureau-owned automobiles when requests for them are made. If you approve, there is attached hereto a communication addressed to Mr. Hanni in this regard.

Respectfully,
For the Conference

Clyde Tolson
Chairman

RECORDED

W. R. Glavin
Secretary

66-2554-1661

FEDERAL BUREAU OF INVESTIGATION
MAY 23 1939
U. S. DEPARTMENT OF JUSTICE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 32363
DATE 7/16/96 BY SP5CJL/MS

ORIGINAL FILED IN 66-1980-7-1156

HEC:BG

May 23, 1939

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered the request of Mr. R. E. Davis, Chairman of Boys' Work of the Houston Optimist Club, Houston, Texas, for copies of material under the heading, "Crime Motivation," as listed in the FBI National Police Academy curriculum. The material on this particular subject is in the nature of addresses by Dr. William Healy of Boston and Dr. Mark A. May of Yale University. It was believed that copies of these addresses might be sent to Mr. Davis for his temporary use, to be returned to the Bureau after he has read this material.

If this is approved, a letter is being forwarded to Mr. Davis, submitting the addresses in question.

Those present were Messrs. E. A. Tamm, Quinn Tamm, Glavin, Egan and Clegg.

Respectfully,

FOR THE COMMISSIONER

Clyde Tolson
Chairman

E. A. Glavin
Secretary

RECORDED

cc-Mr. Glavin

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613.
DATE 7/10/96 BY SP5CJ/MS

66-5554-1661X

FEDERAL BUREAU OF INVESTIGATION	
JUN 3 1939	
U. S. DEPARTMENT OF JUSTICE	
CLERK	RECORDS

MR. B

MEC:BG

May 23, 1939

MEMORANDUM FOR THE DIRECTOR

There is attached a suggested worksheet, showing the list of subjects and the amount of time allocated to each of them, from which the programs of the FBI National Police Academy sessions are prepared. This form is for the purpose of bringing this matter up to date. It has been reviewed by all members of the Executive Conference, as well as by all division chiefs of the Bureau, and has been unanimously approved.

Those attending the Conference at the time this form was approved were Messrs. E. A. Tamm, Quinn Tamm, Glavin, Nathan and Clegg.

Respectfully,

FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

cc-Mr. Glavin

RECORDED

66-2554-166141

FEDERAL BUREAU OF INVESTIGATION	
JUN 6 1939	
U. S. DEPARTMENT OF JUSTICE	
305608	40122
40122	40122

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 303,013
DATE 7/10/90 BY SP5CJ/mms

ORIGINAL FILED IN 1-6-110

WRG:MTS

May 22, 1939

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, consisting of Messrs. Tolson, Nathan, Clegg, E. A. Tamm, Quinn Tamm, and Glavin, was advised that a Captain Robert J. Condon, who had been referred to the Bureau by the secretary to Justice Harlan F. Stone, is interested in introducing a device known as a vitalator, which is an auxiliary to the carburetor, the use of which will increase the operating efficiency of an automobile and decrease the gasoline consumption. This device sells commercially for \$10 each; the Government could purchase it for approximately \$4.00, plus an installation charge of \$1.00.

Captain Condon had advised Mr. Crowl, with whom he discussed this matter, that this device had been tested by the United States Army and showed increased engine efficiency of approximately 45%. The Captain offered to place two of these vitalators on Bureau-owned automobiles in order that tests could be made to determine their superiority and economy.

The Conference is of the opinion that one such device should be installed on a Bureau-owned automobile, at which time the automobile in question should then be delivered to the U. S. Bureau of Standards for tests to ascertain its desirability. If the Director approves the Conference's recommendation in this matter, appropriate arrangements will be made with the Chief Clerk's Office to have the necessary installation made and tests conducted.

Respectfully,
For the Conference

Clyde Tolson
Chairman

RECORDED

W. R. Glavin
Secretary

66-2554-1661

FEDERAL BUREAU OF INVESTIGATION	
JUN 14 1939	
U. S. DEPARTMENT OF JUSTICE	
CHIEF	LAB.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/10/90 BY SP5C/LMS

ORIGINAL FILED IN 66-10000-7-1162X

QT:APS

May 23, 1939

MEMORANDUM FOR THE DIRECTOR

The Executives' Conference, Messrs. Tolson, Nathan, E. A. Tamm, Hince and Quinn Tamm being present, considered a letter from the Alcohol Tax Unit, Cleveland, Ohio, in which they request that in the future they be furnished with four copies of the Bureau's criminal records. At the present time the Bureau is transmitting to the Alcohol Tax Unit three copies of the criminal records. This is one more than is furnished to any other governmental agency, and is transmitted with the thought in mind that this copy can be made available either for the prosecuting attorney or the United States Marshal. The additional copy was furnished to the Alcohol Tax Unit on specific request of several United States Marshals.

The Conference does not believe that the Bureau has the available personnel or time to furnish the Alcohol Tax Unit with four copies of the record, it being further pointed out that the Bureau has been advised that the Alcohol Tax Unit is presently attempting to build up their own fingerprint files by taking an unreasonable number of copies of the finger impressions of subjects apprehended by them. The Bureau has previously refused requests for fingerprint supplies so that the Alcohol Tax Unit may maintain a copy of the finger impressions in each of four different files.

If you approve, there is attached hereto a letter to the Alcohol Tax Unit at Cleveland, informing them that the Bureau cannot comply with their request.

Respectfully,
For the Conference

Clyde Tolson, Chairman

RECORDED

W. R. Glavin, Secretary

66-2554-1662

U. S. DEPARTMENT OF JUSTICE
BUREAU OF INVESTIGATION
MAY 26 1939

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 303,013
DATE 7/16/90 BY SP5CLL/oms

Mr. Tolson _____
Mr. Nathan _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Crowl _____
Mr. Egan _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Harbo _____
Mr. Lester _____
Mr. McIntire _____
Mr. Nichols _____
Mr. Q. Tamm _____
Mr. Tracy _____
Miss Gandy _____

TRG:ETS

May 24, 1939

MEMORANDUM FOR THE DIRECTOR

WMS
The Executive Conference considered a suggestion submitted by Mrs. Louise Fisher Isles, an employee of the Files Section, to the effect that the subject matter should not be placed on abstracts which accompany letters, except those letters and reports having to do with investigative matters.

Mr. Laughlin also submitted a memorandum covering this matter in which he states that on many occasions the wrong subject matter is carried as the title on the prepared abstract slips, making it necessary that the entire abstract be reprepared in the recording section of the Files Division. Mr. Laughlin further points out that should this policy be followed in the future, it would expedite the handling of the work in the recording section.

The Conference, which consisted of Messrs. Nathan, Tolson, Clegg, E. A. Tamm, Quinn Tamm, and Glavin, is of the opinion that this suggestion has considerable merit. It believes, however, that the instructions to the field and to the clerical staff in regard to the preparation of these abstract slips should be limited to the extent that when it is uncertain what the title of the matter under correspondence will be, the title should remain blank on the abstract slip in question. The Conference recommends that this phraseology be included in the clerical manual and the semi-monthly bulletin. Subject to your approval there is attached hereto a memorandum to Mr. Clegg concerning this matter and a proposed bulletin covering it. There is also attached a letter to Mrs. Isles.

Respectfully,
For the Conference

RECORDED

92
Clyde Tolson
Chairman

W. R. Glavin
Secretary

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/16/90 BY SP5CJ/MS

61-2554-1663

FEDERAL BUREAU OF INVESTIGATION
MAY 31 1939
U. S. DEPARTMENT OF JUSTICE
TOLSON TAMM FOUR

66-25593-25
ORIGINAL FILED IN

QT:APS

May 24, 1939

MEMORANDUM FOR THE DIRECTOR

A committee consisting of Messrs. Clegg, Egan and Quinn Tamm conducted a survey of the available space and situation existing in the Identification Division with reference to the suggestion that three fingerprint files be maintained, namely, a criminal file, a civil identification file and a new file consisting of fingerprint cards submitted by Governmental agencies such as the War Department, Navy Department, Civil Service Commission, CCC Camps, et cetera.

At the time of the survey the Committee felt that in the present available space, the Identification Division could maintain three separate files. I have since been advised by Mr. Egan that he contemplates putting this file in the space presently assigned to the Recording Section where at least 100 fingerprint cabinets can be placed. It is pointed out that in the setting up of this separate file 100 fingerprint cabinets will be needed at an approximate cost of \$40.00 per cabinet. Several additional sections to the Card Index Section will also be needed because it is contemplated that three files shall be maintained in the Card Index Section. It will also necessitate additional guide card systems at approximately \$1500 per guide card system. Four will be needed for male and female break-up in the Technical Section and in the Card Index Section.

The Committee recommends that such a third file be instituted on July 1st, at which time the fingerprint cards which are to be transmitted to the Bureau from the War Department can be placed in this file. In addition all fingerprint cards from governmental agencies received after July 1st shall be filed in this governmental file.

The Committee recommends that no concerted attempt be made to immediately strip such cards from the other two files presently in the Identification Division, but rather that a gradual transfer of these cards be made at the rate of 100 or 200 a day, depending upon the condition of the work in the Identification Division. It is pointed out, of course, that not only will three fingerprint files be maintained but it will also be necessary to maintain three separate Card Index Section files.

Mr. Tolson _____
Mr. Nathan _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Crowl _____
Mr. Egan _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Harbo _____
Mr. Lester _____
Mr. McIntire _____
Mr. Nichols _____
Mr. Q. Tamm _____
Mr. Tracy _____
Miss Gandy _____

RECORDED

Respectfully,

H. H. Clegg

J. S. Egan

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 7/10/90 BY SP5C110m3

66-111-1-577X

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 303.612
DATE 7/16/98 BY SP5C/ams

NOT USED

66-2554-1664

CHANGED TO

1-30/94-X130

copy - me

FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE
WASHINGTON, D. C.

HHC:RG

May 23, 1939

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, Messrs. E. A. Tamm, Quinn Tamm, Glavin, Nathan and Clegg being present, considered the suggestion of Special Agent A. E. Leonard that Section 58 of the Manual of Rules and Regulations concerning identification data be clarified in its phraseology with reference to the forwarding of disposition sheets and probationary letters.

The Conference believed that this should be made clear and it was felt that when the suggestion letters are received on the manuals after July 1, this section should be given attention with a view to obtaining clarity.

If this is approved, a memorandum is being addressed to Mr. Quinn Tamm accordingly and Mr. Leonard is being advised of this action.

Respectfully,

FOR THE CONFERENCE

(s) CT

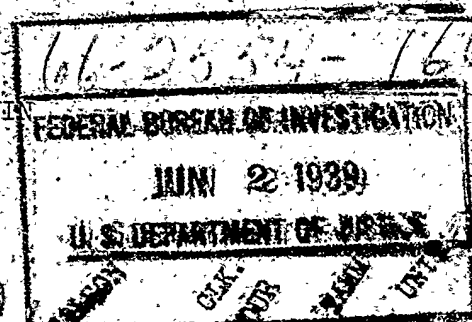
Clyde Tolson
Chairman

(s) WRG

W. R. GLAVIN
Secretary

cc- Mr. Glavin

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,043
DATE 7/10/96 BY SP5C/LMS



ORIGINAL FILED IN

WRG:atw

May 24, 1939

MEMORANDUM FOR THE DIRECTOR

The Conference consisting of Messrs. Nathan, E. A. Tamm, Clegg, Quinn Tamm and Glavin, considered a memorandum submitted by Mr. Coffey for the attention of Mr. Nathan under date of May 17, 1939, suggesting that a Drunkometer be purchased by the Bureau for use in the Technical Laboratory.

Mr. Coffey pointed out in his memorandum to Mr. Nathan and this information was concurred in by Mr. Clegg, that the various police officers in the National Police Academy are much interested in the use of such a machine and this apparatus should be purchased for demonstration purposes before the National Police Academy as well as for practical and research work in the Technical Laboratory.

The Conference being advised that the Drunkometer would cost approximately \$85 recommends the purchase of this device.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Mr. Tolson
Mr. Nathan
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Jones
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

RECORDED

66-2554-1666

FEDERAL BUREAU OF INVESTIGATION	
JUN 7 1939	
U. S. DEPARTMENT OF JUSTICE	
TOLESON	CLERK
CLERK	CLERK
CLERK	CLERK
CLERK	CLERK

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/16/90 BY SP5C10mS

ORIGINAL FILED IN 62-30548-144

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323613
DATE 7/16/96 BY SP5CJL/MS

NOT USED

66-2554-1666X

CHANGED TO

1-3094-X129

M

May 24, 1939

GT:APS

MEMORANDUM FOR THE DIRECTOR

The Executives' Conference, Messrs. E. A. Tamm, Nathan, Clegg, Glavin and Quinn Tamm being present, considered a proposed change in the form of the record sheet presently being used in the Identification Division to transmit information concerning criminal records to contributors.

The Conference was advised that this form will permit a greater number of records to be shown on one page. It is also contemplated in the use of the duplicator master docket sheet in the Identification Division that this particular form will take the place of the previous first and second pages of the criminal record. It is so devised that all pages of the criminal record will be the same. This will result in a material saving to the Identification Division both in space and in the speed with which records can be answered.

The Conference recommends that this new form be adopted. A copy of the form is attached hereto, together with a copy of the form presently in use.

Respectfully,
For the Conference:

Clyde Tolson, Chairman

R. R. Glavin, Secretary

Mr. Tolson _____
Mr. Nathan _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Crowl _____
Mr. Egan _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Harbo _____
Mr. Lester _____
Mr. McIntire _____
Mr. Nichols _____
Mr. Q. Tamm _____
Mr. Tracy _____
Miss Gandy _____

RECORDED

66-2554-1665X1

FEDERAL BUREAU OF INVESTIGATION	
JUN 21 1939	
U. S. DEPARTMENT OF JUSTICE	
TO: SOA	FROM: IDENT.
INDEXED	FILED

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 303,013
DATE 7/10/90 BY SP5cal/bms

QT:AFB

May 29, 1939

MEMORANDUM FOR THE DIRECTOR

The Executives' Conference, Messrs. Nathan, Clegg, E. A. Tamm, Glavin and Quinn Tamm being present, considered a suggestion of Mr. W. E. Bayless, tour leader, to the effect that the Bureau place the jackets of the notorious dead criminals presently being shown to tours in some type of protective wrapper. The Conference does not believe that this is advisable because of the fact that the jackets are sometimes taken apart to show various fingerprint cards and pictures and the protective wrapper would interfere with this particular demonstration.

Mr. Bayless also suggested that in each of these jackets there be contained a small card outlining the important facts concerning the criminal career of the individual. The Conference recommends against the adoption of this, believing that it is not practicable to summarize the careers of some of these individuals in this manner.

A letter has been directed to Mr. Bayless, advising of the above.

Respectfully,
For the Conference:

Clyde Tolson, Chairman

W. R. Glavin, Secretary

RECORDED

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/10/90 BY SP5C10M5

Mr. Tolson _____
Mr. Nathan _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Crowl _____
Mr. Egan _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Harbo _____
Mr. Lester _____
Mr. McIntire _____
Mr. Nichols _____
Mr. Q. Tamm _____
Mr. Tracy _____
Miss Gandy _____

ORIGINAL FILED IN 62-29950-316X1

66-2554-166
TOLSON
GLAVIN
NATHAN
CATT
COFFEY
CROWL
EGAN
FOXWORTH
GLAVIN
HARBO
LESTER
MCINTIRE
NICHOLS
QUINN TAMM
TAMM
TRACY
GANDY

June 2, 1939

EAT:HA

MEMORANDUM FOR THE DIRECTOR

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 303,013
DATE 7/16/96 BY SP8CJL/MS

The Executive Conference this morning was requested by Mr. Tamm to express its views upon the question of whether the present requirement that field office desks be kept locked at all times when not actively in use should be continued. The Conference was also asked to record its views upon the question of whether pistols and revolvers carried by Bureau Agents should be maintained in desk drawers when not actually on the person of individual Agents or whether the guns should be maintained when in a field office in a gun vault or specially designated cabinet.

RECORDED

66-2554-1668

The Conference desires to point out that the gun vaults are kept closed and locked at all times in field offices except when Agents actually go into the vaults to remove or replace weapons. All Agents assigned to a field office do not have the combination to the gun vault which is ordinarily in the possession only of the Agent in Charge, the Assistant Agent in Charge and possibly the Chief Clerk in the field office, and in the larger offices in the possession of a few additional Agents. It may be noted that if a requirement is promulgated necessitating the placing of firearms in the vault each time an Agent comes into the office it will necessitate a rather constant opening and closing of the vault which as a matter of protection of the heavier firearms contained therein must be kept locked at all times. To require the placing of side arms in the vault and the consequent loss of time, it is felt many Agents would fall into the practice of keeping their side arms on their person at all times. It is considered generally undesirable to have Special Agents in a field office always wearing side arms. It was pointed out that if firearms are maintained in a specially designated cabinet it would be necessary to obtain some special type of cabinet preferably one heavier than the present type of cabinet generally used. It is further felt that each Special Agent would of necessity have to be furnished with a key to the cabinet and that the cabinet would have to be maintained in some carefully selected place in order not to be available to visitors to the office or inaccessible through maintenance in the office of the Agent in Charge. The Conference pointed out that the practice of keeping desk drawers locked when not actively in use negatives

NOTATION: I just can't follow this logic. If all is true then certainly wooden or thin metal desks are certainly not secure places scattered as they are about the office. JEH

May 27, 1939

GT:APS

MEMORANDUM FOR THE DIRECTOR

✓
The Executives' Conference, Messrs. E. A. Tamm, Nathan, Clegg, Glavin and Quinn Tamm being present, considered the suggestion submitted by Mr. Quinn Tamm that, in line with the Bureau's policy of returning duplicate copies of personal identification cards and applicant fingerprint cards, the Bureau rather than return these duplicates destroy the extra copies and maintain only one copy of an applicant's finger impressions in the files or one copy of the personal identification fingerprint card.

It was pointed out to the Conference that with reference to the return of applicant prints, it is believed that this would be an expense to the Bureau both in the volume of work that will have to be handled and the clerical help necessary to return the prints, it being pointed out that in some cases, especially in the States of Illinois and New Jersey, house-to-house canvassers or solicitors are fingerprinted as they move from town to town and it is purely possible for the Bureau to receive five or six fingerprint cards on one particular applicant during the period of a month. It would entail a great deal of work to return these fingerprint cards to the respective communities.

Mr. Quinn Tamm suggested that a suitable notation be made on the index card that such fingerprints have been received and the additional copies destroyed, maintaining in the civil file exactly copy of the man's fingerprints.

The Conference believes that this suggestion should be adopted and so recommends.

Respectfully,
For the Conference:

RECORDED

Glyde Tolson, Chairman

W. R. Glavin, Secretary

66-2554-1668
FEDERAL BUREAU OF INVESTIGATION

U. S. DEPARTMENT OF JUSTICE

TOLSON

RECORDED

INDEXED

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 333,013
DATE 7/10/90 BY SP5CJ/MS

Mr. Tolson _____
Mr. Nathan _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Crowl _____
Mr. Egan _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Harbo _____
Mr. Lester _____
Mr. McIntire _____
Mr. Nichols _____
Mr. Q. Tamm _____
Mr. Tracy _____
Miss Gandy _____

ORIGINAL FILED IN 66-2554-1668-1747

Memorandum for the Director - 2 -

June 2, 1939

the possibility of serials, files and other official documents accidentally being placed in the desk drawers. This provides adequate protection for the brief case and other items of property issued to individual Agents which are generally maintained in the drawers of an Agent's desk. It is felt that this practice of keeping the desk drawers locked facilitates the maintenance of the desks in a tidy condition. Relative to the facility with which desks may be inspected by an Agent in Charge or other Bureau official, it is to be pointed out that duplicate keys to open each desk are maintained in each field office so that there is no excuse for an Agent in Charge not being able to inspect any desk located in a field office.

Attending the conference were Messrs. Tolson, Nathan, Dince, Quinn Tamm, Glavin and E. A. Tamm.

Respectfully,
For the Conference

NOTATIONS:

Clyde Tolson
Chairman

I can't follow this. Certainly the agent can drop papers in desk & then lock it. All it does is to make it less accessible for an inspection.

JEH

E. R. Glavin
Secretary

Well this may be true in theory, but it don't work out in practice.

JEH

Frankly the arguments advanced by the Executives Conf. are about as full of holes as Swiss cheese. If it be desired to keep revolvers in desks then we should reiterate the instructions that whenever a gun is in a desk it must be locked at all times. I personally still doubt wisdom of it but will go along. Also SACs should be told to always have keys with them when on Inspection.

JEH

June 5, 1939

QT:APS
#32-2972-663

MEMORANDUM FOR THE DIRECTOR

The Executives' Conference, Messrs. E. A. Tamm, Nathan, Clegg, Glavin and Quinn Tamm being present, considered a suggestion submitted by Special Agent G. H. Patterson that when the Bureau receives information of the death of an individual whose fingerprints are on file at the Bureau, that the Bureau, in turn, advise all local agencies which have previously submitted fingerprints, of the death of this individual.

The Conference was advised that it is the practice of the Identification Division at the present time that upon the receipt of fingerprints indicating that a person is deceased, all agencies which have previously furnished fingerprint cards to the Bureau are informed that this person's record may now be marked "DEAD". The Conference does not believe that the Identification Division should notify local law enforcement agencies upon the receipt of a so-called death sheet or notice unsupported by fingerprints. It is believed that this would be a dangerous practice and would place an unnecessary amount of work on the Identification Division.

If you approve, there is attached hereto a letter to Special Agent Patterson, thanking him for his suggestion.

Respectfully,
For the Conference:

Glyde Tolson, Chairman

Mr. Tolson _____
Mr. Nathan _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Crowl _____
Mr. Egan _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Harbo _____
Mr. Lester _____
Mr. McIntire _____
Mr. Nichols _____
Mr. Q. Tamm _____
Mr. Tracy _____
Miss Gandy _____

RECORDED

W. R. Glavin, Secretary

66-2554-1668
FEDERAL BUREAU OF INVESTIGATION

JUN 20 1939
U. S. DEPARTMENT OF JUSTICE
TOLSON
GLAVIN
TRACY
NICHOLS
CUNNINGHAM

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,012
DATE 7/10/90 BY SP5en/oms

ORIGINAL FILED IN 32-2972-663

June 2, 1939

EAT:HA

MEMORANDUM FOR THE DIRECTOR

9
The Executive Conference considered the attached Bureau Bulletin entitled "Extortion - Amendments to Federal Extortion Statute (Instructions) Section 20," and was unanimously in favor of the submission of this Bulletin to the field.

Those in attendance were Messrs. Tolson, Nathan, Hince, Quinn Tamm, Glavin and E. A. Tamm.

Respectfully,
for the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

RECORDED

66-2554-1668X1
FEDERAL BUREAU OF INVESTIGATION
JUN 29 1939
U.S. DEPARTMENT OF JUSTICE
TOLSON
GLAVIN
QUINN TAMM
NATHAN
HINCE

5
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/16/90 BY SP5/LRM/S

ORIGINAL FILED IN 66-2554-1668X1

HHC:ESK

May 27, 1939

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, Messrs. E. A. Tamm, Glavin, Nathan, and Clegg being present, recommended that for the Training Course for New Agents beginning June 26, 1939, that Special Agent R. C. Vogel be designated for instructors training before this class and that the Counselor for this class be Special Agent G. E. Bickley.

If this is approved, this memorandum will be routed to the Chief Clerk's Office so that appropriate instructions can be issued.

Respectfully,
For the Conference

Clyde Tolson, Chairman

W. R. Glavin, Secretary

CC: Mr. Glavin

RECORDED

66-2554-1667

FEDERAL BUREAU OF INVESTIGATION	
JUN 1 1939	
U. S. DEPARTMENT OF JUSTICE	
TOLSON	CH. CLERK
W. R. GLAVIN	CH. CLERK

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/10/90 BY SP5C10MS

ORIGINAL FILED 1-1-1590X

EPC:ON

May 31, 1939.

MEMORANDUM FOR THE DIRECTOR.

Re: Suggestion of Special Agent
L. B. Reed.

The ⁰Executives Conference considered the suggestion of Special Agent L. B. Reed to the effect that agents who have received the ten-day course in sound equipment be designated to give similar instruction after they return to their field offices to Special Agents from surrounding districts.

The Conference thought this was undesirable in view of the fact that it would hardly be possible to give thorough training on this basis.

The Conference did believe that there was some merit to a modification of the suggestion to the extent of conducting demonstrations of the sound recorders from time to time in the various field offices following one of the regular quarterly conferences so that all agents would have an appreciation of the possibilities and the availability of this equipment. The Conference is cognizant of the fact that in many instances this would necessitate the shipment of the equipment from one field office to another, and possibly the movement of a trained agent to give the demonstration in the event the office holding the conference does not have an agent trained in sound. It was, nevertheless, felt that such demonstrations from time to time would be desirable.

Accordingly, the Conference recommends that instructions be issued to the Special Agents in Charge to arrange to add such a demonstration to one of their quarterly conferences during the coming year and to effect arrangements to have sound recording equipment forwarded to them on that day from the nearest office at which this equipment is maintained and to further effect arrangements for a qualified agent to give the demonstration.

If you approve the recommendation of the Conference the necessary instructions will be drawn up and a reply will be prepared to Special Agent L. B. Reed indicating to him how much of his suggestion is being adopted.

RECORDED

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 7-10-90 BY SPSC110ms

66-2354-1669x

FEDERAL BUREAU OF INVESTIGATION
JUL 11 1939
U. S. DEPARTMENT OF JUSTICE
TOLSON
LAB
STAMP
FOUR

Memo for the Director
Page 2
May 31, 1939

Those in attendance at the Conference were Messrs.
Hince, Nathan, Glavin, and E. A. Tamm.

Respectfully,

Clyde Tolson
Chairman

W. R. Glavin
Secretary

QT:APS

June 5, 1939

MEMORANDUM FOR THE DIRECTOR

The Executives' Conference, Messrs. Glavin, Nathan, E. A. Tamm, Clegg and Quinn Tamm being present, considered the proposed revision of a form letter used in the Recording Section which simply contemplates additional space on the form letter so that more information can be furnished.

The Conference unanimously recommended the adoption of this revised form which was suggested by Mr. Vincent L. Sullivan of the Recording Section.

If you approve, there is attached hereto a letter thanking Mr. Sullivan for his suggestion.

Respectfully,
For the Conference:

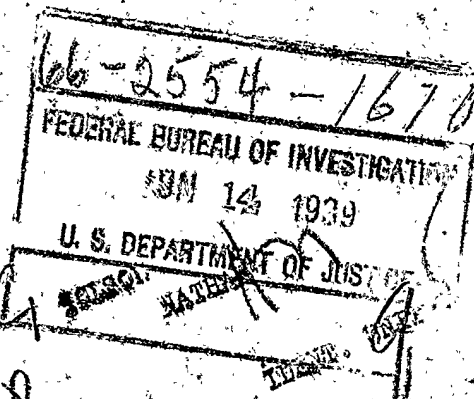
Glyde Tolson, Chairman

W. R. Glavin, Secretary

Mr. Tolson _____
Mr. Nathan _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Crowl _____
Mr. Egan _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Harbo _____
Mr. Lester _____
Mr. McIntire _____
Mr. Nichols _____
Mr. Q. Tamm _____
Mr. Tracy _____
Miss Gandy _____

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/10/90 BY SP5C11/DMS

RECORDED



ORIGINAL FILED IN 62-893-1087

CT:APS

June 5, 1939

MEMORANDUM FOR THE DIRECTOR

The Executives' Conference, Messrs. Tolson, Nathan, E. A. Tamm, Glavin, Hince and Quinn Tamm being present, considered the situation which has arisen in the Identification Division from the posting of wanted notices as they are listed in the Securities and Exchange Journal.

It has been the policy of the Identification Division to post such wanted notices upon the receipt of the bulletin which lists various persons allegedly wanted by the Securities and Exchange Commission. The Securities and Exchange Commission has been building up their own identification files for the past year and has developed the policy of requesting wanted notices posted and after notification from the Bureau that such a person has been apprehended, they have transmitted this information to a police department which is actually the wanting agency.

The Conference does not believe that the Bureau should post wanted notices for the Securities and Exchange Commission except on specific request by letter from that Commission. It was further recommended that the Identification Division discontinue the posting of wanted notices from police bulletins and police journals and that the only wanted notices posted in the Identification Division will be those which are specifically requested either by the form letter furnished by the Bureau or by direct request from a police department.

If you approve, it is recommended that a notice be published in the FBI Law Enforcement Bulletin, informing local agencies that all wanted notices must be requested by letter.

Respectfully,
For the Conference:

Clyde Tolson, Chairman

W. R. Glavin, Secretary

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 7/16/90 BY SP5C110MS

Mr. Tolson _____
Mr. Nathan _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Crowl _____
Mr. Egan _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Harbo _____
Mr. Lester _____
Mr. McIntire _____
Mr. Nichols _____
Mr. Q. Tamm _____
Mr. Tracy _____
Miss Gandy _____

RECORDED

66-2554-1671
FEDERAL BUREAU OF INVESTIGATION
JUN 14 1939
U. S. DEPARTMENT OF JUSTICE

ORIGINAL FILED IN 62-27101-3

June 8, 1939

CT:APS
62-24798-333
94-3-1-4049
62-122-503

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 303,013
DATE 7/16/90 BY SP5CUB/ms

MEMORANDUM FOR THE DIRECTOR

The Executives' Conference, Messrs. E. A. Tamm, Glavin, Nathan and Quinn Tamm being present, considered a series of suggestions submitted by Special Agent L. R. Weber.

Special Agent Weber suggests that the disposition form presently being used by the Bureau be changed so that the form may contain the notation of additional arrests and additional criminal records besides that of the single disposition. The Bureau's single disposition sheet has been in use for over a year and has proven entirely satisfactory in speeding up the work of the Identification Division. The Conference recommends that the form not be changed.

Special Agent Weber suggests that in connection with disposition sheets, all names and aliases appearing on the title of the closing report be submitted to the Bureau on the disposition sheet so that they may be indexed in the card index files of the Identification Division. The Conference was unanimously of the opinion that this is not necessary and would prove a duplication of work, due to the fact that these names appearing in the closing report are indexed in the Files Section.

Special Agent Weber further suggests that field divisions index cases appearing in the FBI Law Enforcement Bulletin of Bureau fugitives. The Conference advises that this suggestion was previously submitted and rejected as being not practical. It recommends against the adoption at this time.

RECORDED

66-2554-1671

It was further suggested that during the course of an interview of relatives of the fugitive, the Agent obtain the descriptions and history of the relatives, including the parents. He also suggested that the approximate ages be obtained, the maiden name of married women, et cetera, so that these persons may be located in the future for additional interviews and other cases or related cases.

Mr. Tolson _____
Mr. Nathan _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Crowl _____
Mr. Egan _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Harbo _____
Mr. Lester _____
Mr. McIntire _____
Mr. Nichols _____
Mr. Q. Tamm _____
Mr. Tracy _____
Miss Gandy _____

ORIGINAL FILED IN 62-24798-333

Memo. for the
Director
#2
6/8/39

The Conference does not believe that this suggestion should be adopted because of the unnecessary and unproductive work.

If you approve, there is attached hereto a letter to Special Agent Weber.

Respectfully,
For the Conference:

Clyde Tolson, Chairman

W. R. Glavin, Secretary

Mr. Tolson _____
Mr. Nathan _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Crowl _____
Mr. Egan _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Harbo _____
Mr. Lester _____
Mr. McIntire _____
Mr. Nichols _____
Mr. Q. Tamm _____
Mr. Tracy _____
Miss Gandy _____

EAT:JW

May 9, 1939

MEMORANDUM FOR THE DIRECTOR

Re: NATIONAL BANKRUPTCY ACT
INVESTIGATIONS (INSTRUCTIONS)
SECTION FIVE

The Executive Conference, consisting of Messrs.
Nathan, Tolson, Glavin, Quinn and E. A. Tamm, considered
the attached suggested Bureau Bulletin and unanimously
approved it for submission to the Field.

Respectfully,
For the Conference

Glyde Tolson,
Chairman

W. R. Glavin,
Secretary

Mr. Tolson.....
Mr. Nathan.....
Mr. E. A. Tamm.....
Mr. Clegg.....
Mr. Coffey.....
Mr. Crowl.....
Mr. Egan.....
Mr. Foxworth.....
Mr. Glavin.....
Mr. Harbo.....
Mr. Lester.....
Mr. McIntire.....
Mr. Nichols.....
Mr. Quinn Tamm.....
Mr. Tracy.....
Miss Gandy.....

RECORDED

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 393,613
DATE 7/16/90 BY SP5/LMS

66-2554-1672

FEDERAL BUREAU OF INVESTIGATION

JUN 19 1939

U. S. DEPT. OF JUSTICE

TOLSON TAMM FOUR OFF. CLERK

ORIGINAL FILED IN 66-6000-49-13

June 5, 1939

QT:APS

MEMORANDUM FOR THE DIRECTOR

The Executives' Conference, Messrs. E. A. Tamm, Nathan, Clegg, Glavin and Quinn Tamm being present, considered a proposed announcement suggested by Mr. Wayne Y. Pond of the Recording Section, outlining the Bureau's policy with reference to the use of single disposition sheets.

The Conference unanimously recommends that this announcement be published in the bulletin.

If you approve, there is attached hereto a letter thanking Mr. Pond.

Respectfully,
For the Conference:

Clyde Tolson, Chairman

W. E. Glavin, Secretary

Mr. Tolson _____
Mr. Nathan _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Crowl _____
Mr. Egan _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Harbo _____
Mr. Lester _____
Mr. McIntire _____
Mr. Nichols _____
Mr. Q. Tamm _____
Mr. Tracy _____
Miss Gandy _____

RECORDED

66-2554-1672X
FEDERAL BUREAU OF INVESTIGATION
SEP 8 1939
U.S. DEPARTMENT OF JUSTICE
TOLSON NATHAN TAMM CLEGG
FOUR UNIT
INDEXED
FILED

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/10/90 BY SP5CUL/DM-S

ORIGINAL FILED IN 62-24795-335X

HHG:RLO

June 7, 1939

MEMORANDUM FOR THE DIRECTOR

2 m
The Executive Conference, Messrs. Tolson, E. A. Tamm, Nathan, Quinn Tamm and Clegg being present, considered the suggestion of Special Agent in Charge Suran that the thirty day report which sets forth a restatement of all outstanding undeveloped leads be furnished to various field offices in single copies when such offices have received two copies of the original report on previous occasions. Under the present practice the office of origin and office of prosecution at intervals of thirty days or less frequency when submitting a report will make a restatement of all outstanding undeveloped leads.

The Conference believes it is better to continue to furnish two copies of this report to all field offices since this remains consistent with existing rules and since there appears no necessity for changing because of the stated saving in typing when on occasions it is necessary to make a second run of the report. Field offices possessing two copies of reports have a decided advantage since one report can be given to an Agent and the file kept up to date at all times. Therefore, this suggested change was not approved by the Conference and, if agreeable to the Director, Mr. Suran is being advised accordingly.

Respectfully,
For the Conference,

Clyde Tolson,
Chairman.

W. R. Glavin,
Secretary.

RECORDED

66-2554-1673

FEDERAL BUREAU OF INVESTIGATION

JUN 20 1939

U. S. DEPT. OF JUSTICE

TOLSON
GLAVIN
CUNNINGHAM
TRACY

Enclosure.

CC: Mr. Glavin.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 7/16/96 BY SP5CJ/oms

ORIGINAL FILED IN 66-5443-8

June 2, 1939

GT:APS

MEMORANDUM FOR THE DIRECTOR

The Executives' Conference, Messrs. E. A. Tamm, Nathan, Clegg, Glavin and Quinn Tamm being present, considered a suggestion submitted by Mr. G. J. Engert concerning the return of fingerprint cards of individuals who have died when such fingerprints are not identified with a previous record in the Bureau's files.

The Conference does not believe that these fingerprint cards should be returned and so recommends. However, the Conference feels that in connection with the space problem presently being encountered by the Identification Division that a master dead file be established in the Identification Division containing a single fingerprint card of each individual whose record reflects that he is deceased.

The Conference recommends that the additional copies of these individuals' records, including the correspondence, be placed in storage in some suitable location.

Respectfully,
For the Conference:

Clyde Tolson, Chairman

W. R. Glavin, Secretary

Mr. Tolson _____
Mr. Nathan _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Crowl _____
Mr. Egan _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Harbo _____
Mr. Lester _____
Mr. McIntire _____
Mr. Nichols _____
Mr. Q. Tamm _____
Mr. Tracy _____
Miss Gandy _____

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,003
DATE 7/16/96 BY SP5/LMS

RECORDED

66-2554-163X
FEDERAL BUREAU OF INVESTIGATION
JUN 28 1939
U. S. DEPARTMENT OF JUSTICE
NATHAN
TOLSON
CANNON
FOUR
CHAS. CLARK
HARRIS, ATTORNEY

COPY (gtr)

GJE:LOB

FEDERAL BUREAU OF INVESTIGATION

WASHINGTON, D. C.

May 23, 1939

MEMORANDUM FOR MR. NATHAN *HN*

RE: DEAD PRINTS

It is noted that the cabinets containing the dead prints are becoming crowded.

It is also noted that we are receiving quite a number of dead prints from law enforcement agencies throughout the country, principally from New York City. Quite a number of these prints come into the Bureau with a name appearing on them. It is further noted that quite a number of these prints bearing names still are not identified in the Bureau's files and after the search is completed and the prints answered they are sent to the dead files for filing purposes.

I would suggest that these dead prints coming into the Bureau bearing names, after they have been searched in the Bureau's files and not identified, be returned to the contributors.

Respectfully,

C. J. Engert

RECORDED

66-2554-1673X

FEDERAL BUREAU OF INVESTIGATION	
JUN 27 1939	
U. S. DEPARTMENT OF JUSTICE	
FOLSON	NATHAN
CLERK	CLERK
CLERK	CLERK

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CLERK

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/16/90 BY SP5C/16ms

ORIGINAL FILED IN 66-2554-1673X

GJE:LCB

June 7, 1939

MEMORANDUM FOR MR. NATHAN

RE: DEAD FILES

Reference is made to the Executives' Conference decision on June 2, 1939, which was approved by the Director, recommending that a master dead file be established in the Identification Division containing a single fingerprint card of each individual whose record reflects that he is deceased.

Please be advised that the employee in charge of the dead files has been instructed to start this file immediately.

Respectfully,

G. J. Engert

6/9/39 There is attached hereto a letter thanking Mr. C. H. Harrison, technical employee, for the suggestion which he had previously submitted and which had been rejected.

Mr. Tolson _____
Mr. Nathan _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Crowl _____
Mr. Egan _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Harbo _____
Mr. Lester _____
Mr. McIntire _____
Mr. Nichols _____
Mr. Q. Tamm _____
Mr. Tracy _____
Miss Gandy _____

RECORDED

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 7/16/96 BY SP5CII/oms

100-1554-1673X

FEDERAL BUREAU OF INVESTIGATION
JUN 22 1939
U. S. DEPARTMENT OF JUSTICE
INDEXED
FILED
CHIEF
CLERK
PERS. FILES

ORIGINAL WITH 100-1554-1673X

QT:APS

June 9, 1939

MEMORANDUM FOR THE DIRECTOR

The Executives' Conference, Messrs. Tolson, Clegg, Nathan, E. A. Tamm, Glavin and Quinn Tamm being present, considered the suggestion submitted by Mr. A. T. Potter that because of the fact the Bureau has issued previously instructions discontinuing the use of white fingerprint powder, that all the supplies presently in use in the field of white powder be destroyed and the containers be returned to the Bureau.

The Conference feels that this should be done in view of the fact that specific instructions have been issued not to use the white powder.

If you approve, there is attached hereto a bulletin to the field, instructing them to destroy their supply of white fingerprint powder and to return the bottles to the Bureau.

Respectfully,
For the Conference:

Glyde Tolson, Chairman

W. R. Glavin, Secretary

Mr. Tolson _____
Mr. Nathan _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Crowl _____
Mr. Egan _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Harbo _____
Mr. Lester _____
Mr. McIntire _____
Mr. Nichols _____
Mr. Quinn Tamm _____
Mr. Tracy _____
Miss Gandy _____

RECORDED

66-2554-1673X1

FEDERAL BUREAU OF INVESTIGATION

JUN 23 1939

DEPARTMENT OF JUSTICE

TOLSON

TRACY

WATSON

WILLIAMS

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YERGEN

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ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/16/96 BY SP5CJL/pms

ORIGINAL FILED IN 66-172

HN:CSH

June 2, 1939

MEMORANDUM FOR THE DIRECTOR

90884

(M)
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The Executives Conference, consisting of Messrs. Tolson, E. Tamm, Hince, Glavin, Q. Tamm and Nathan, considered and unanimously approved the attached proposed bulletin to the field pertaining to the reference collection of firearms maintained in the Laboratory.

Respectfully,
For the Conference,

Glyde Tolson, Chairman

W. E. Glavin, Secretary

RECORDED

Mr. Tolson _____
Mr. Nathan _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Crowl _____
Mr. Egan _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Harbo _____
Mr. Lester _____
Mr. McIntire _____
Mr. Nichols _____
Mr. Q. Tamm _____
Mr. Tracy _____
Miss Gandy _____

and attached to this

323,013
7/10/39 SP5c:10ms

66-2554-1673x2
FEDERAL BUREAU OF INVESTIGATION
AUG 17 1939
TOLSON
LADD
TAMM
FOUNT

ORIGINAL FILED IN 90-14-

June 12, 1939

QT:APS
91-1371-36

90883

MEMORANDUM FOR THE DIRECTOR

The Executives' Conference, Messrs. Tolson, Nathan, E. A. Tamm, Clegg, Glavin and Quinn Tamm being present, considered a suggestion of SAC Hendon to the effect that the Bureau in transmitting criminal records and photographs to field divisions, furnish thereon the descriptions of the individuals.

The Conference was advised that this would be a tremendous volume of work for the Identification Division and recommends against the adoption of the suggestion.

If you approve, there is attached hereto a letter, addressed to SAC Hendon.

Respectfully,
For the Conference:

Clyde Tolson, Chairman

W. E. Glavin, Secretary

Mr. Tolson _____
Mr. Nathan _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Crowl _____
Mr. Egan _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Harbo _____
Mr. Lester _____
Mr. McIntire _____
Mr. Mohr _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

RECORDED

66-2554-1674

FEDERAL BUREAU OF INVESTIGATION
JUN 21 1939
U. S. DEPARTMENT OF JUSTICE

TOLSON
NATHAN
TAMM
TOLSON

ORIGINAL FILED IN 91-1371-36

323,613
JUN 21 1939
SP5C110M5

90882

GT:APS
62-28121-89
91-0-4191
- 170

June 12, 1939

MEMORANDUM FOR THE DIRECTOR

The Executives' Conference, Messrs. Tolson, Nathan, E. A. Tamm, Clegg, Glavin and Quinn Tamm being present, considered a letter written by SAC Bugas in which he advised various field divisions adjacent to the State of Michigan that the Michigan State Police maintains a single fingerprint file in which they have the fingerprints of individuals who have been released from penitentiaries in Pennsylvania, Ohio, Indiana, Illinois and Michigan, where they had previously been committed for such crimes as burglary, robbery, bank robbery, bank burglary and stick-ups.

SAC Bugas suggests that the field divisions receiving copies of this letter review unsolved bank robbery cases in their jurisdiction and request the Bureau to transmit the latent prints in these cases to the Detroit office for submission to the Michigan State Police for search against the single fingerprint file, it being pointed out that there are numerous individuals in this file who are not contained in the Bureau's files.

The Conference can see no objections to this procedure.

Respectfully,
For the Conference:

Clyde Tolson, Chairman

Mr. Tolson _____
Nathan _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Crowl _____
Mr. Egan _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Harbo _____
Mr. Lester _____
Mr. McIntire _____
Mr. Nichols _____
Mr. Quinn Tamm _____
Mr. Tracy _____
Mr. Egan _____

RECORDED

H. R. Glavin

65-2554-117

FEDERAL BUREAU OF INVESTIGATION
JUN 21 1939
U. S. DEPARTMENT OF JUSTICE

TOLSON
TAMM
FOUR
IDENT
UNIT
S. F. 2
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ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2/16/90 BY SP5C/LMS

ORIGINAL FILED